

ADAMS COUNTY BOARD OF SUPERVISORS AGENDA

Adams County Board Room
July 18, 2017 6:00 p.m.

P1

1. Call to Order by the Chairman
2. Was meeting properly announced?
3. Moment of silence
4. Pledge of Allegiance
5. Roll Call
6. Approve agenda
7. Approval of the June 19, June 20 closed session, June 20, July 6, 2017 minutes
8. Public participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Hickethier, Johnson, Kotlowski, Morgan, Nickel and Parr.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** None
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, ACED report
 - County Manager report

15. Review Committee Minutes			
Admin & Fin: 6/9, 6/28	6/20, 6/20, 7/6	Hwy: 6/8	Safety: 5/10, 6/20
Airport: 6/12	CWCAC: 4/26	L&W/R&R: 6/13	Solid Waste: 6/14
BOA: 6/21	H&HS/Vet: 6/12	Library: 5/22	Surveyor: June 2017
County Board: 6/19,	Health Ins: 4/25	Property: 6/13	Wellness: 5/18

16. **Resolutions:**

Res. #32: To recognize Tom Charles' retirement on July 28, 2017, and honor his 29 years of service as a Mental Health Therapist at Adams County Health and Human Services Department

Res. #33: To adopt a revised Employment Policy No. One of the Personnel and General Administrative Policy, and to rescind Resolution No. 114-2013

Res. #34: To adopt the Adams County Purchasing Policy, and to rescind Resolutions numbered 53-2014, 54-2014 and 56-2014
17. **Ordinances:**

Ord. #21: Rezone a parcel of land (40 acres) from a PSP-1 Public Semi Public District to an A3 Secondary Agriculture District, property located in the SW ¼, SE ¼, Section 36, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Ord. #22: Rezone a portion of a parcel of land from an A-1 Exclusive Agricultural District and an A3 Secondary Agriculture District to reflect (7 acres) of the parcel encompassing the current residence be zoned A3 Secondary Agriculture and the remaining acreage to A1 Exclusive Agriculture, property located in the SW ¼, NE ¼, & Pt. NW ¼, SE ¼, Section 34, Township 14 North, Range 7 East, at 330 State Road 23, Town of New Haven, Adams County, Wisconsin.

Ord. #23: Rezone a portion of a parcel of land (2 acres) from an A-1 Exclusive Agricultural District to an R-1 LL Residential Large Lot District of the Adams County Comprehensive Zoning Ordinance, property located in the SW ¼, NE ¼, Section 17, Township 14 North, Range 7 East on 5th Drive, Town of New Haven, Adams County, Wisconsin.

18. **Denials:**
- P2 **Denial #01:** Not amended to rezone property from a P-R Planned Residential District to a B-1 Rural Business District, located in the W ½, NE ¼, SE ¼, Section 17, Township 14 North, Range 6 East (18 acres), part of a parcel located in the SW ¼, SE ¼, and part of a parcel located in Pt of Gov't Lot 5, both in Section 17, Township 14 North, Range 6 East in the Town of Dell Prairie, Adams County, Wisconsin.
19. **Petitions:** None
20. Approve claims
21. Approve Per Diem and Mileage
22. Motion for County Clerk to correct errors
23. Set next meeting date(s)
24. Adjournment.

RESOLUTION 32 -2017
RESOLUTION TO RECOGNIZE TOM CHARLES
FOR HIS YEARS OF SERVICE TO ADAMS COUNTY

P3

INTRODUCED BY: Health and Human Services Board

INTENT & SYNOPSIS: To recognize Tom Charles' retirement on July 28, 2017, and honor his 29 years of service as a Mental Health Therapist at Adams County Health and Human Services Department.

FISCAL NOTE: None.

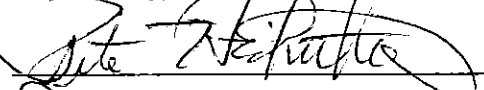
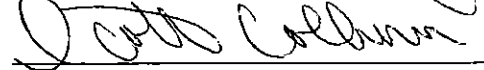
WHEREAS: The County of Adams wishes to take this opportunity to express its appreciation to Tom Charles for 29 years of service and dedication to Adams County; and

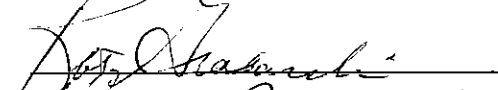

WHEREAS: Acknowledgement is given to Tom Charles for his years of conscientious and dedicated service to the citizens of Adams County;

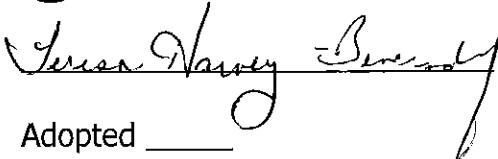
NOW THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that:

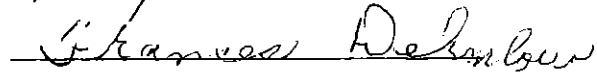
- The County Board, on behalf of the residents of Adams County, does hereby commend Tom Charles for his 29 years of dedicated and conscientious service as an Adams County employee.
- Further, that best wishes are extended to Tom Charles for a long and enjoyable retirement.

Recommended for adoption by the Health and Human Services Board this 10th day of July, 2017.





Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 20____.

County Board Chair

County Clerk

- ☒ Reviewed by Corporation Counsel
☒ Reviewed by County Manager/Administrative Coordinator

**RESOLUTION TO ADOPT EMPLOYMENT POLICY NUMBER ONE
OF THE PERSONNEL AND GENERAL ADMINISTRIVE POLICY**

INTRODUCED BY: Administrative and Finance Committee

INTENT & SYNOPSIS: To adopt a revised Employment Policy No. One of the Personnel and General Administrative Policy, and to rescind Resolution No. 114-2013.

FISCAL NOTE: None

WHEREAS: Adams County Board of Supervisors adopted Resolution No. 114-2013 prior to creating the County Manager/Administrative Coordinator position; and

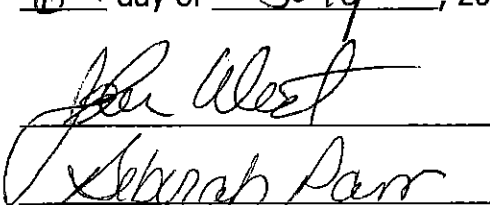
WHEREAS: Adams County Board of Supervisors has since adopted a County Manager/Administrative Coordinator job description; and

WHEREAS: The current Employment Policy No. One of the Personnel and General Administrative Policy does not sync with the duties set forth in the job description.

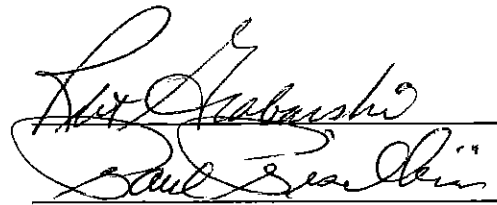
NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the attached "EMPLOYMENT POLICY DOCUMENT NUMBER ONE SECTION" be adopted; and

BE IT FURTHER RESOLVED that Resolution #114-2013 be rescinded.

Recommended for adoption by the Administrative and Finance Committee this 6th day of July, 2017.



Deborah Parr



Paul Seaborn

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2017.

County Board Chair

County Clerk

☒ Reviewed by Corporation Counsel
☒ Reviewed by County Manager/Administrative Coordinator

EMPLOYMENT POLICY DOCUMENT NUMBER ONE

SECTION 1 - JOB DESCRIPTIONS

1.01 ~~Each All~~ positions shall have a written job description using the standard County format containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and special requirements necessary to perform a particular job. All job descriptions shall be reviewed by the Personnel Director and approved, signed and dated by the County Manager. ~~Home Committee, based on recommendation of the personnel director.~~ ~~Home Committee, based on recommendation of the personnel director.~~ All original job descriptions shall be maintained in the office of the Personnel Director.

1.02 New Position. Department Heads are responsible for the creation of a job description for any new position in their Departments, or

as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with the Section of New Positions.

1.03 Updating Existing Job Descriptions. Department Heads shall review and update job descriptions every three (3) years, or as a position becomes vacant. The updated job description ~~Upon approval a copy shall be signed and dated by the Department Head and the Home Committee and provided to the Personnel Director submitted to the Personnel Director for review and sent to the County Manager/Administrative Coordinator for approval.~~ Any changes to the job description, ~~is~~ are to be reviewed with the employee, and the employee shall sign the newly created job description.

SECTION 2 - NEW POSITIONS

2.01 Approval Through Budget Process. All new position proposals must follow this approval sequence: Department Head, County Manager/Administrative Coordinator, Home Committee, Executive Committee, ~~Administration~~ Administrative and Finance Committee and County Board. When a new position is requested, the Department Head shall complete the, New Position Authorization Request Form and develop a Job Description in communication with the Personnel Director and County Manager/Administrative Coordinator.

2.02 New Position Not Budgeted for the Current Year. The approval process is the same as in 2.01; however, a two-thirds (2/3) vote of the County Board is required for adoption.

2.03 —New Position for the Next Budget Year. ~~If approved by the Home Committee the Administrative Coordinator/Director of Finance shall include the position and appropriation in the Budget proposal for the next year.~~

SECTION 3- RECRUITMENT

3.01 Recruitment Program. The Personnel Director, in coordination with the Department Head develops and conducts recruitment. Recruitment of a Department Head is coordinated by the Personnel Director in conjunction with the ~~Home Committee~~ County Manager/Administrative Coordinator. Recruitment of the County Manager/Administrative Coordinator is coordinated by the Personnel Director and the Administration Administrative and Finance Committee. Note: Definitions of all employment

categories are outlined in the Employee Handbook.

3.02 Authorization to Hire. Department Heads and elected officials wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form after approval by the County Manager/Administrative Coordinator and a copy of the current/updated job description to the Personnel Director to initiate recruitment. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy.

3.03 Retaining Applications. Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

3.04 On-Call Employees. On-call employees may apply at anytime. Department Heads shall reference the list of on-call employees maintained by the Personnel Director. The Department Head is responsible for notifying the Personnel Director immediately after finding an on-call employee, reporting who was contacted to work. On-call employees are not eligible for fringe benefits.

3.05 Seasonal Employees. The Department Head, after conferring with the Personnel Director, may hire up to the number of budgeted, approved seasonal employees without obtaining further authorization to hire; or in the case of the Parks Department may hire up to the budgeted dollar amount for seasonal employees without obtaining further authorization to hire.

3.06 Limited Term Employees. (LTE) The Department Head must complete the Personnel Recruitment Form and indicate the start date, end date, and length of the term. LTE's shall be selected based on the recruitment procedures. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. An LTE may not be placed in a regular position unless placement follows the Recruitment Policy. No credit or benefits shall be given for time worked.

~~(RENUMBER)~~ **3.07 Contract Employees.** The County may from time to time hire a contract employee on an interim basis to fill a Management, Supervisor or Professional position. The hiring of such position should be coordinated with the Personnel Director and County Manager/Administrative Coordinator and Oversight Committee. Should the position be the County Manager/Administrative Coordinator position it shall be coordinated with the County Board Chairperson and Administrative and Finance Committee

~~3.073.08~~ **Public Advertisements.** All job postings shall include at least the following information:

- A. Classification/Position title;
- B. Department where the position vacancy exists;
- C. Minimum qualifications and requirements of the position;
- D. Address and phone number to request and submit an application;
- E. Application deadline; and
- F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designed to reach a range of qualified candidates may also be used at the discretion of the Personnel Director and Department Head.

A. Union Postings. If posting does not fill the vacancy, the position shall be advertised to the public.

3.083.09 Changes in Starting Salary. The Department Head in consultation with the Personnel Director may request approval of the ~~Administrative Finance Committee~~ County Manager/Administrative Coordinator to hire a new employee at a rate of pay other than the pre-established starting rate up to the midpoint, to alter fringe benefits, or negotiate other conditions of employment. ~~and be forwarded to the Executive Committee for review.~~ Approval to hire above the midpoint requires Administration Administrative and Finance Committee authorization.

SECTION 4 - EMPLOYEE SELECTION PROCESS

4.01 Applications. All applications for employment shall be made on forms approved by the Personnel Director. The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions. The Personnel Director shall forward the applications to the Department Heads after the closing date has been reached. The Department Head or designee shall screen applications and confer with the Personnel Director.

4.02 Screening. Once the application closing date has been reached, all completed application forms will be considered for the open position. It is the responsibility of the Department Head, with assistance from the Personnel Director or designee, to screen all applications to obtain a workable number of candidates for interviewing. The initial screening is based on job related criteria as has been previously determined in the job description. From those candidates selected for interviews, the hiring decision is made on job related factors including but not limited to:

- A.** Meeting basic job requirements, experience and qualifications;
- B.** Realistic appraisal of personal characteristics clearly needed;
- C.** Investigation of criminal conviction records when the circumstances of the offense are substantially related to the circumstances of the job.

Consideration is given to the most qualified applicant, as determined by the evaluation of selection criteria for the position.

4.03 Internal Advancement. It may be possible for a position to be filled by selecting a current qualified employee for a new or refilled position either by department or countywide. Candidates for promotion must complete the appropriate steps, possess the required skills, knowledge, and abilities, and be recommended by the Personnel Department and/or Department Head. Promotions solely from within may be considered prior to initiating the general open recruitment process if it is anticipated that there may be a pool of qualified candidates, and letters of interest may be requested. If the general recruitment process has begun, any qualified County employee may apply and be considered along with other applicants. ~~If either the Department Head or employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated, the employee shall be placed on layoff status.~~

~~4.04 Evaluation of Candidates.~~ Those conducting interviews may evaluate candidates on any basis as determined prior to the interview with the assistance of the Personnel Director.

~~4.05~~ **4.04 Interviews.** All applicants to be interviewed will be contacted by the Personnel Director or approved designee. ~~A member of the hiring department, the home committee chairperson and/or designee may conduct interviews.~~ The Personnel Director in coordination with the Department Head will determine who, if anyone will also participate in the interviews. The Department Head in coordination with the Personnel Director shall prepare interview questions and/or skills test. Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions. All interviews shall be conducted in a manner not to breach confidentiality, and when a quorum is present interviews will be held in closed session per Wisconsin Statutes.

~~4.06~~ **4.05 Selection.** After all interviews are completed, those conducting the interviews shall select a primary candidate and alternate candidate(s), unless the candidates do not meet the desired qualifications. With the exception of the Sheriff's Office, the Personnel Director, shall attempt, within seven (7) business days, to conduct background, reference and qualification checks on selected candidates and report the findings to the Department Head. If these references are positive, a written conditional offer of employment shall be given to the final candidate within seven (7) business days, contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. Verification of Qualifications: Those candidates, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file. If the qualifications for a position are not met, further recruitment efforts to hire a qualified candidate shall be made by the Personnel Director.

If the person to whom an offer is made does not fill the position, or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to an alternate candidate in order of preference. If the qualified candidate(s) selected from the initial interview decline the position, further recruitment efforts shall be made immediately by the Personnel Director.

~~4.07~~ **4.06 Letter of Offer.** The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head.

The Personnel Director shall notify each unsuccessful candidate in writing. After acceptance, all conditions of employment shall be given to the ~~Administrative Coordinator/Director of Finance Office~~ County Manager/Administrative Coordinator, prior to starting employment, by the Personnel Director. The County shall not pay relocation expenses ~~of any kind.~~ unless expressly preapproved by the Administration Administrative and Finance Committee.

~~4.08~~ **4.07 Physical Exam.** A physical examination, if applicable, based on the physical demands listed in the job description is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, at a medical facility as selected by the Personnel Director. The County will pay for the cost of the exams.

~~4.09~~ **4.08 Eligibility Lists.** Departments may request to advertise for eligibility lists for positions as follows:

A. Sheriff Office. Jail Deputies, Dispatchers, and Patrol Deputies.

- B. Highway.** Laborers/Truck Drivers and Summer Help.
- C. Solid Waste.** Truck Drivers/Equipment Operators.
- D. Health & Human Services.** Social Workers/Nurses.

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for the filling of future vacancies.

4.104.09 Hiring of Department Heads. All non-elected Department Heads with the exception of the Corporation Counsel, Highway Commissioner, Library Director and UW Extension Department Chair shall be hired by the County Manager/Administrative Coordinator. Department Head applications are to be screened by the Personnel Director and the Home Committee Chair and/or designees. The Personnel Director and/or the Home Committee may request outside participants for the interview screening process. The Home Committee along with the Executive Committee chair shall interview the recommended candidates for appointment to the position of Department Head. After interviews have been completed, the Home Committee shall recommend the final candidate. The exceptions shall be the UW Extension Agents, Highway Commissioner and Library Director

S:\Transition Committee\Res. #114-2013 Employment Policy Document Number One attachment.docx

DRAFT

RECEIVED
JUL 11 2017

BY: 10:00 a.m. CK

EMPLOYMENT POLICY DOCUMENT NUMBER ONE**SECTION 1 - JOB DESCRIPTIONS**

1.01 All positions shall have a written job description using the standard County format containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and special requirements necessary to perform a particular job. All job descriptions shall be reviewed by the Personnel Director and approved, signed and dated by the County Manager. All original job descriptions shall be maintained in the office of the Personnel Director.

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2.02 New Position Not Budgeted for the Current Year. The approval process is the same as in 2.01; however, a two-thirds (⅔) vote of the County Board is required for adoption.

SECTION 3- RECRUITMENT

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3.08 Public Advertisements. All job postings shall include at least the following information:

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- A. Union Postings.** If posting does not fill the vacancy, the position shall be advertised to the public.

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- A. Meeting basic job requirements, experience and qualifications;
- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when the circumstances of the offense are substantially related to the circumstances of the job.

Consideration is given to the most qualified applicant, as determined by the evaluation of selection criteria for the position.

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4.05 Selection. After all interviews are completed, those conducting the interviews shall select a primary candidate and alternate candidate(s), unless the candidates do not meet the desired qualifications. With the exception of the Sheriff's Office, the Personnel Director, shall attempt, within seven (7) business days, to conduct background, reference and qualification checks on selected candidates and report the findings to the Department Head. If these references are positive, a written

conditional offer of employment shall be given to the final candidate within seven (7) business days, contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. Verification of Qualifications: Those candidates, who are required to have a valid Wisconsin driver's license, other license or certification, or a degree to perform their duties, shall provide a current copy of the driver's license, other license or certification, or degree to be placed in their personnel file. If the qualifications for a position are not met, further recruitment efforts to hire a qualified candidate shall be made by the Personnel Director.

If the person to whom an offer is made does not fill the position, or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to an alternate candidate in order of preference. If the qualified candidate(s) selected from the initial interview decline the position, further recruitment efforts shall be made immediately by the Personnel Director.

4.06 Letter of Offer. The Personnel Director shall send a letter of offer and Medical Examination Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the letter of offer will also be given to the Department Head.

The Personnel Director shall notify each unsuccessful candidate in writing. After acceptance, all conditions of employment shall be given to the County Manager/Administrative Coordinator prior to starting employment, by the Personnel Director. The County shall not pay relocation expenses unless expressly preapproved by the Administrative and Finance Committee.

4.07 Physical Exam. A physical examination, if applicable, based on the physical demands listed in the job description is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, at a medical facility as selected by the Personnel Director. The County will pay for the cost of the exams.

4.08 Eligibility Lists. Departments may request to advertise for eligibility lists for positions as follows:

A. Sheriff Office. Jail Deputies, Dispatchers, and Patrol Deputies.

B. Highway. Laborers/Truck Drivers and Summer Help.

C. Solid Waste. Truck Drivers/Equipment Operators.

D. Health & Human Services. Social Workers/Nurses.

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for the filling of future vacancies.

4.09 Hiring of Department Heads. All non-elected Department Heads with the exception of the Corporation Counsel, Highway Commissioner, Library Director and UW Extension Department Chair shall be hired by the County Manager/Administrative Coordinator.

RESOLUTION 34 -2017
RESOLUTION TO ADOPT ADAMS COUNTY PURCHASING POLICY
DOCUMENT NO. 25

1 **INTRODUCED BY:** Administrative & Finance Committee

2
 3 **INTENT & SYNOPSIS:** To adopt the Adams County Purchasing Policy, and to
 4 rescind Resolutions numbered 53-2014, 54-2014 and 56-2014.

5
 6 **FISCAL NOTE:** None

7
 8 **WHEREAS:** UGG Guidelines require a detailed purchasing policy for county
 9 procurement; and

10
 11 **WHEREAS:** The attached revised County Purchasing Policy also includes policy
 12 language governing Petty Cash and Credit Cards; and

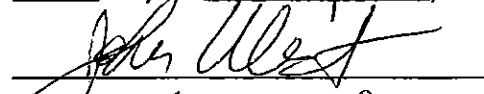
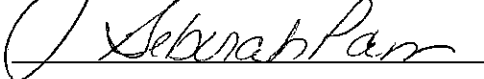
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 14 **WHEREAS:** Adams County Administrative Policy Documents #24 (Petty Cash),
 15 #25 (Purchasing) and # 27 (Credit Cards) as adopted by Resolution 53-2014,
 16 54-2014 and 56-2014 should be rescinded.


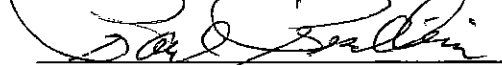
17
 18 **NOW THEREFORE, BE IT RESOLVED by the Adams County Board of**
 19 **Supervisors** that the attached Adams County Purchasing Policy be adopted;
 20 and

21
 22 **BE IT FURTHER RESOLVED** that Adams County Administrative Policy
 23 Documents #24 (Petty Cash), #25 (Purchasing) and # 27 (Credit Cards) as
 24 adopted by Resolution 53-2014, 54-2014 and 56-2014 be rescinded; and

25
 26 **BE IT FURTHER RESOLVED** that any and all other resolutions or policies
 27 referring to Petty Cash, Purchasing and Credit Cards be rescinded.

28
 29 Recommended for adoption by the Administrative and Finance Committee this
 30 6th day of July, 2017

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38 Adopted _____
 39 Defeated _____ by the Adams County Board of Supervisors this
 40 Tabled _____ day of _____, 2017.

41
 42
 43 _____
 44 County Board Chair

43 _____
 44 County Clerk

45 ☒ Reviewed by Corporation Counsel
 46 ☒ Reviewed by County Manager/Administrative Coordinator

**ADAMS COUNTY PURCHASING POLICY
DOCUMENT NUMBER TWENTY-FIVE**

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SECTION 1: GENERAL.

- A. Purpose. This policy is to provide a fair, accountable, and transparent public procurement system in Adams County, implemented in compliance with Federal Law, State Statute, and County Board policy, maximizing efficiency with the use of public funds and establishing a consistent public purchasing process that meets high standards of integrity.
- B. Scope. This policy applies to all Adams County personnel and all organizations for which Adams County is the fiscal agency except that, if in conflict with a collective bargaining agreement or other contractual obligation, the provisions of that agreement or contract prevail. Further, in the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.
- C. Definitions. For the purpose of this policy, the following terms have the meanings given:
 - 1. *Business* means a corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
 - 2. *Certificate of Insurance* means a document issued by an insurer providing evidence that an insurance policy exists and including information such as insurer, insurance agency, insured, types of insurance, policy numbers, effective dates, limits, certificate holder, cancellation procedure, special provisions, e.g., additional insured, and the name of the representative authorizing the policy.
 - 3. *Change Order* means a written method of modifying a contract (purchase order) after it has been written by way of another purchase order.
 - 4. *Contract* is written evidence of an agreement between two parties (e.g. the County and a Vendor) to perform some act or service. A contract may cover a specific transaction or series of transactions. A contract is legally enforceable on both parties.
 - 5. *Credit Cards* approved by the Administrative & Finance Committee to designated departmental employees.
 - 6. *Invoice* means a document that itemizes charges for materials or services furnished upon which payment is due.
 - 7. *Lease* means an agreement, whether oral or written, for transfer of possession of real property, or both real and personal property, for a definite period of time.
 - 8. *Petty Cash* means a fund in the form of currency or coin that is advanced by an organization unit from appropriated funds to an authorized employee.
 - 9. *Procurement* means the entire span of acquisition from the determination of need through final disposition, with purchasing one segment of this cycle.
 - 10. *Professional Services* are unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services of a specific project nature and predominately intellectual in character.
 - 11. *Public Works Projects* are defined in Wis. Stats. ch. 59 and ch. 66 as amended from time to time.

12. *Rack Rate* is the price of fuel that the vendor pays at the fuel pump. The county is charged a defined rate above the rack rate at a particular point in time.
13. *Purchase Order* means a formal offer to buy.
14. *Purchasing Agent* means that person entrusted by this policy to represent their department and authorized to initiate purchasing transactions.
15. *Quotation* means a vendor reply to inquiry, giving terms and conditions of sale, or an offer to sell.
16. *Responsible Bidder* means a business that has the capability in all respects to perform fully the contract requirements, and the experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure a good faith performance.
17. *Responsive Bidder* means a business which has submitted a bid, which conforms in all materials respects to the requirements, set forth in the invitation for bids.
18. *Request for Proposal* means an invitation presented for vendors to submit a proposal on a specific commodity or service.
19. *Request for quotation* means an invitation for vendors to submit a proposal when the specifications of a product or service are already known and when price is the main or only factor in selecting the successful bidder.
20. *Vendor* means a business with which the County has purchased or may purchase a good or service.
21. *W-9 Form* means a document issued to the United States Internal Revenue Service (IRS) for certain tax purposes.

D. Responsibilities. The following agencies have the responsibilities assigned them under this policy in addition to those assigned under other policies, State and Federal laws and regulations.

1. County Manager/Administrative Coordinator. Except as otherwise provided in this policy, the purchasing policy must be implemented and administered by the Departments with oversight by the County Manager/Administrative Coordinator, Finance Manager or designee. In so doing, the County Manager/Administrative Coordinator, Finance Manager or designee must:
 - a. Ensure compliance with all written policies, administrative practices and procedures as adopted by the County Board;
 - b. Ensure the maintenance of the fixed asset inventory;
 - c. Periodically review and recommend modifications and changes to purchasing policies, administrative procedures and practices where necessary;
 - d. Ensure departments have adequate funds available to undertake a requested purchase and, if not, contact the Department to modify or cancel the purchase to ensure budget compliance;
 - e. The Department shall amend, as needed, the quality and quantity of goods or services requested or otherwise make substitutions;

- f. Maintain oversight over department purchase requests as they relate to need, quality, price, and conformity with County standardization practices.
- 2. Department Head. It is the responsibility of the Department Head or designated staff to:
 - a. Oversee along with the supervising committee all bid specifications based on information furnished by the department for which the purchase is to be made, ensuring that the bid specifications fully describe the goods or services to be purchased and clearly differentiate the same from similar goods or services;
 - b. Determine the form and required contents of all requests for proposal and requests for quotation;
 - c. Report to the Finance Manager any purchasing deviations from line items budgeted;
 - d. Document the receipt of all merchandise or services purchased;
 - e. Prepare appropriate invoices for payment including supporting documentation;
 - f. Properly record purchases made under the proper line item account code;
 - g. Ensure they have adequate budget funds available to undertake a requested purchase and, if not, modify or cancel the purchase to ensure budget compliance;
 - h. Review and, as needed, amend the quality and quantity of goods or services requested or otherwise make substitutions;
 - i. Ensure all bids are adequately publicized to inform local bidders; and
 - j. Maintain oversight over their purchase requests as they relate to need, quality, price, and conformity with County standardization practices.
- 3. Departmental Staff Placing Purchase Orders. It is the responsibility of the staff placing purchase orders to:
 - a. Ensure that all relevant Board policies, State and Federal laws are followed;
 - b. Prepare all necessary documentation as required by this policy including requests for proposal and requests for quotation;
 - c. Determine the method of purchasing that is the most appropriate;
 - d. Conduct the purchasing process; and
 - e. Preserve and transmit all required documentation to the department head or designated staff.
- E. Ethical Standards. Adams County employees must meet the highest standards of integrity in public procurement and failure to do so will be subject to disciplinary action. Accordingly:
 - 1. No county employee or official may solicit, demand, accept or agree to accept from any other person a gratuity in connection with any decision, approval, disapproval or recommendation of a purchase request.

2. Purchases by the county for the personal use of an employee or official are prohibited even if reimbursement is made to the county for the cost of the purchase.
3. Any employee who identifies a conflict of interest must disclose that conflict in writing to the Finance Manager and remove themselves from the procurement process.
4. No employee may disclose confidential proprietary information from solicitations to other vendors or use that information for personal gain.

Any purchase made by an employee or county official that is contrary to these ethical provisions must in no way obligate the county for payment. Any such purchase will be considered a personal liability of the involved employee or official.

SECTION 2: CONSIDERATIONS IN PURCHASING.

- A. **Energy Consumption.** The Adams County Board of Supervisors recognizes the importance of energy conservation in cost control and in environmental protection. Accordingly, in purchasing capital equipment that has an energy use of significance, a department must request energy consumption data from all vendors in any request for proposals and may consider potential energy costs in determining the lowest bidder.
- B. **Local Preference.** The Adams County Board of Supervisors recognizes the importance of County purchases in supporting the local economy, and supports local purchases whenever possible within the constraints of State and Federal law. Departments must take into consideration the monetary value of the availability of local services/goods, transportation costs (including pick up/return warranty), and proximity of the vendor in determining purchases that are in the County's best interest.
- C. **Contracting Authority.** Only the County Manager/Administrative Coordinator can legally bind the County to any total lease or contract valued at or above \$50,000 unless State law requires otherwise. Copies of executed contracts shall be stored in a central network folder except for agreements that contain confidential information, which shall be stored by the department. All contracts shall be reviewed by the Corporation Counsel. All HHS Contracts shall be signed by the HHS Director.
- D. **Public Works Projects.** In accordance with Wis. Stats. §66.0901 and §59.52(29), all public work, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or materials of any kind where the estimated cost of such work will exceed \$25,000 must be competitively bid and must be awarded to the lowest responsible, responsive vendor without regard to the vendor's location. The Board shall give a Class 1 notice before contracting with a person qualified as a bidder for public works contracts estimated to have a cost between \$5,000 and \$25,000. **It is the department's responsibility to verify that the Wisconsin Statutes limits have not changed in relation to the limits stated above as verified through the Corporation Counsel.**

Public Emergencies: The above requirements for public works are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the County Board, in which the public health or welfare of the County is endangered. A notice pursuant to Wis. Stats. §59.52(29)(a); however, if an emergency situation exists, the provisions of Wis. Stats. §59.52(29)(b) shall govern.

All highway and solid waste department construction projects and equipment that have been approved in the budget shall have approval of the oversight committee. Non-budgeted items shall go before the oversight committee, County Manager/Administrative Coordinator and Administration and Finance Committee and County Board if a transfer of funds is required per policy.

SECTION 3: CERTAIN PURCHASES, SPECIAL PROVISIONS.

- A. Grant Funded Purchases. Unless specifically prohibited by the granting authority, grant funded purchases must be administered through a written contractual agreement between the County and the party providing the service. All purchases made with grant funds must comply with the terms and conditions of the grant and this policy. If the grant requirements conflict with this policy, the County Manager/Administrative Coordinator may suspend those provisions of this policy only for the specific grant and for the duration of that grant. The department head is responsible to comply with purchases covered by grant funds.

Uniform Grant Guidance issued by the Federal Office of Management and Budget (OMB) outlined the following procurement standards for all dollars applied to federal grant programs:

1. Micro Purchases (Items less than \$3,000): Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
2. Small Purchases (Items between \$3,000 and **\$150,000**). Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Large Purchases (Items greater than **\$150,000**). Follow requirements under a. (construction) or b. (all other) below, depending on applicability.
 - a. Sealed Bids for Construction Contracts. Note that a federally funded public works project shall follow the lower dollar threshold

requirements of Wis. Stats. §66.0901 and §59.52(29) outlined in the public works projects section above. Bids are publically solicited and a firm price fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local and tribal governments, the invitation for bids must be publically advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publically;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

- b. Competitive Proposals for Other Contracts Greater than \$150,000.
The technique of competitive proposals is normally conducted with

more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (ii) Proposals must be solicited from an adequate number of qualified sources;
- (iii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (iv) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (v) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

4. Noncompetitive Proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity;
 - d. After solicitation of a number of sources, competition is determined inadequate; or
 - e. Per the departmental Uniform Grant Guidance Policy and Procedure

- B. Promotional Items. Departments may purchase items of negligible value for educational or promotional purposes to be given to members of the public only at events generally open to the public or educational sessions. Such items must be clearly and permanently marked with the name of the County and the department or

- agency and funding for these purposes specifically identified in the annual budget. No department head or elected officials may be included in the promotional item.
- C. Computer Purchases. In addition to the approval by the County Manager/Administrative Coordinator, purchase or lease of computer hardware and software must be managed and authorized for procurement by the MIS staff. For purposes of this section, computer hardware also includes copiers. The MIS Director will manage and procure all requisitions for computer hardware and software that are in the best interest of Adams County based on the best price including state pricing. Technological compatibility must be a consideration in awarding any contracts for computer hardware and software.
 - D. Purchases of Legal Services. It is recommended the department head, in conjunction with the County Manager/Administrative Coordinator seek approval for the purchase of legal services from the Corporation Counsel. The Corporation Counsel may establish a guideline for obtaining such approval. Purchased legal services for HHS will be approved by the HHS Director.
 - E. End of Year Purchases. Unless provided by other policy, State and Federal law, grant or other funding contract, all expenditures for capital assets (\$5,000 or more) must be made so that delivery of that asset occurs on or before December 31 in the year in which the purchase was authorized unless authorized by the Finance Manager.
 - F. Highway Department Contracts. Pursuant to Wis. Stats. §83.035 as in effect at any given time, the Highway Commissioner, with the approval of the Adams County Highway Committee or County Manager/Administrative Coordinator, is authorized to execute contracts for the purpose of enabling the County to construct and maintain streets and highways in cities, villages and towns within the County, with a copy filed with each respective clerk. Maintenance includes the furnishing of any road supplies and equipment to these municipalities.
 - G. Indefinite Quantity Contracts. Notwithstanding any other provision of this policy, and as permissible under state and federal law, rules and regulations, the Highway Commissioner and Solid Waste Director may enter into a contract to procure materials for construction, maintenance and repairs valid for a period not to exceed one year. For purposes of this section, an indefinite quantity contract means an agreement to procure these materials at a set rate per amount, with the total amount to be purchased estimated only. These contracts must be competitively bid following the standard procurement procedure appropriate for the estimated dollar costs of materials to be purchased during that year. A "rack rate" may be utilized in lieu of an annual renewal for fuel.
 - H. Prohibited Expenditures. Unless specifically authorized by the County Manager/Administrative Coordinator, the following expenditures may not be made using County funds. This is not an exhaustive list but describes types of expenditures that are not allowable:
 1. Entertainment expenditures such as tickets for admission to public events, theatres, and similar events;
 2. Alcoholic beverages and tobacco, except in conjunction with a compliance investigation;

3. Retirement parties or similar events including awards and gifts unless authorized under an employee recognition policy;
4. Registrations, meals, mileage and any other expenses for conferences, seminars, meetings, etc. that do not directly relate to an employee's employment with Adams County;
5. Charitable contributions made by County employees;
6. Common courtesy expenditures such as flowers or cards for ill county employees or local officials; and
7. Any travel or related expense for employee's spouse, other family members or for any acquaintances.

SECTION 4: STANDARD PROCUREMENT PROCEDURE.

- A. Determination of Need. A department head, or his/her designee, must initiate the procurement process through a determination of need, that the operation of that department requires the purchase of goods or services from an external vendor. If funds for that purpose have been appropriated in the annual budget, the purchase may proceed per policy. If funds for that purpose have not been appropriated, the procurement process may not be initiated until such time as funds are appropriated or discussion/agreement with the County Manager/Administrative Coordinator.
- B. Procedures for Competitive Bids. Departments using a bidding process in purchasing unless otherwise provided in this policy and even if not required are encouraged to do so. Awards will be made to the lowest responsible and responsive bidder but a bid or quote may be accepted or declined that reflects the best interest of the County. In determining the lowest bidder, the purchasing agent may consider cost of operation over the life of the item. When comparing bids or quotes, the following elements must be considered: price, conformity with original specifications, warranty, delivery date, freight charges, and quality of product and/or vendor. Upon reviewing the bid results, the department may elect to solicit additional bids. It is the responsibility of the department head or designee to see that the requirement for competitive bidding has been met. Unless otherwise required by state statute or the UGG, professional services are not subject to the competitive bidding on the theory that public bodies should be free to judge qualification of those who are to perform such services.
- C. Purchases in Process. Unless otherwise stated in this policy, all purchases must follow the procedures listed below based on the amount of the purchase. No purchase of a single good or commodity at the same general time may be divided into separate purchases to qualify for a lower threshold of approval, process or documentation.
 1. Orders Less than \$10,000.
 - a. If a department determines the expected cost of the purchase is less than \$10,000 and the goods or services are not offered on standard contracts, the department may place the order directly with the vendor using his or her best judgment as the basis for vendor selection.

- b. Once the order is accepted by the vendor and the delivery of goods and services takes place the department completes a voucher attaching the appropriate invoice.
 - c. The department must forward the approved direct payment voucher to the office of County Manager/Administrative Coordinator for processing.
 - d. The office of County Manager/Administrative Coordinator must, on submission of the appropriate documentation, pay the vendor of these goods or services.
 - e. The Highway Department is excluded from this section and must follow Wisconsin Statutes.
- 2. Orders Greater Than or Equal to \$10,000 and Less Than \$25,000.
 - a. The department must obtain at least two informal bids or price quotes. These bids may include current price lists or catalogs, recent price quotations on file (within 30 days), quotations solicited from vendors and written informal price bids.
 - b. Once the department secures the lowest informal bid or price quote, and receives approval of the supervising committee they can accept the best price bid or quote that is in the best interests of the county. The purchase/order may be placed with the successful bidder. After the delivery of goods or services takes place the department completes a voucher for payment attaching the invoice, purchase order, and documentation of the informal bids.
 - c. The department must forward the approved direct payment voucher to the office of County Manager/Administrative Coordinator for processing.
 - d. The office of County Manager/Administrative Coordinator must, on submission of the appropriate documentation, pay the vendor of these goods or services.
 - e. The County Manager/Administrative Coordinator can grant authority to the department for standard day-to-day purchases under this price category.
 - f. Vehicles are excluded from this section, and will be addressed below.
 - g. The Highway Department is excluded from this section and must follow Wisconsin State Statutes.
- 3. Orders Greater Than or Equal to \$25,000 – Competitive Proposals.
 - a. The department must forward specifications and requirements and bid documentation to the County Manager/Administrative Coordinator for approval, including justification for specification of a specific brand or model that may limit competition.
 - b. The department head or his/her designee must review the designation and approve the process, including specification of a specific brand or model.
 - c. On approval, the department must issue a request for proposals, allowing two weeks for a response unless another time period is authorized by the supervising committee and obtain three or more formal written bids or proposals.

- d. If vendors submit bids for a product or service different from that specified, a determination must be made if the alternate item is an equal substitution. The vendor must provide sufficient product information for the user to evaluate the alternate item. If not awarding to the low bidder, justification for not accepting the low bid must be documented.
 - e. The department must document at least two formal written bids or proposals, which may include faxed and emailed bids or proposals unless otherwise stated in request for proposals. The prices quoted must represent all costs including delivery and, if applicable, estimated energy usage over the life of the equipment. All purchasing documents are to be approved by the supervising committee.
 - f. The department must inform the successful vendor in writing that their bid or quote was accepted.
 - g. On receipt of the invoice the department will complete a voucher and submit to the office of County Manager/Administrative Coordinator for payment.
 - h. The supervising committee has the authority to determine whether competitive bidding or sealed bidding is appropriate with the exception of purchases that must follow the state statutes.
 - i. The Highway Department is excluded from this section and must follow Wisconsin Statutes.
4. Orders Greater Than or Equal to \$25,000 – Sealed Bids.
- a. A department head must request authorization from their supervising committee to proceed with the advertisement of bids, furnishing complete and detailed specifications on the item to be purchased including any specification of a particular brand or model that may limit competition. The date of opening is established at this time.
 - b. A department head must develop a written request for proposals with review by Corporation Counsel.
 - c. The department head or his/her designee must review the designation and approve the process, including specification of a specific brand or model.
 - d. Upon authorization the department head or his/her designee will submit for publication to the designated media, and request MIS to publicly advertise the bid on the County website.
 - e. All bids received must be sealed and received prior to the determined date of opening.
 - f. All bids received must be publicly opened, with the supervising committee, department head and/or purchasing agent present.
 - g. If vendors submit bids for a product or service different from that specified, a determination must be made if the alternate item is an equal substitution. The vendor must provide sufficient product information for the user to evaluate an alternate item. If not awarding to the low bidder, justification for not accepting the low bid must be documented.
 - h. Decision on bid award is the responsibility of the supervising committee.

- i. The supervising committee has the authority to determine whether competitive bidding or sealed bidding is appropriate with the exception of purchases that must follow the state statutes.
 - j. Adams County follows Wis. Stats. §59.52(29) and Wis. Stats. ch. 66 for public works contracts and bidding.
- 5. Vehicles.
 - a. The department head or his/her designee must forward standard bid forms or quote documentation to be reviewed with the supervising committee for approval, including justification for departmental specification.
 - b. The department head or his/her designee must issue a request for proposals, allowing three weeks for a response and send three or more formal written bids or proposals.
 - c. If vendors submit bids for a product or service different from that specified, a determination must be made if the alternate item is an equal substitution. The vendor must provide sufficient product information for the user to evaluate the alternate item. If not awarding to the low bidder, justification for not accepting the low bid must be approved and documented by the supervising committee.
 - d. The department head or his/her designee must document all responses received within the authorized time period. The prices quoted must represent all costs including delivery and, if applicable, estimated energy usage over the life of the equipment. All bids or proposals are reviewed by the supervising committee. The bid or proposal is awarded based on the best interest of the County by the supervising committee.
 - e. The department must inform the successful vendor in writing that their bid or quote was accepted.
 - f. On receipt of the invoice the department will complete a voucher and submit to the office of County Manager/Administrative Coordinator.
 - g. The supervising committee has the authority to determine whether competitive bidding or sealed bidding is appropriate with the exception of purchases that must follow the State statutes.
 - h. The Solid Waste Committee has the authority to allow the Director to purchase used vehicles in consultation with the Finance Manager and Committee Chairperson.
 - i. Adams County follows Wis. Stats. §59.52(29) and Wis. Stats. ch. 66 for public works contracts and bidding and must use the sealed bids process stated below.
- 6. Sole Source Purchases. It is the expectation of Adams County Board of Supervisors that all purchases will be made under full and open competition except as provided in this section. Justification for other than full and open competition may be:
 - a. Only One Responsible Source. The supplies or services required by the department or agency are available from only responsible source and no

other type of supplies or services will satisfy agency requirements. In the determination of only one responsible source, documentation must cite specific reasons for such exemption, such as compatibility with existing equipment, professional services that involve specific knowledge or familiarity with County activities not otherwise available, or that only one supplier exists to provide particular goods or services.

- b. **Funding Specifications.** The source of funding, e.g., granting agency specifies a single source for goods or services. Documentation requesting sole source purchases must include a copy of those provisions specifying this source.
- c. **Unusual and Compelling Situations.** The department or agency's need for the supplies or services is of such an unusual and compelling urgency that the County would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. Solicitation from as many potential sources as is practicable under the circumstances is required. This urgency may also extend to delays in procurement through other vendors that would be unacceptable to the County. This authority will not be approved if it is determined that the urgency is due to a lack of advance planning by the department or agency.

Documentation for an emergency purchase must also include an explanation of the emergency, the financial or operational damage or risk of damage that will or may occur if needs are not satisfied immediately, why the needs were not or could not be anticipated so that goods or services could not have been purchased following standard procedures.

In all justifications made under this section, the requesting department must list the reasons and process used for selecting the vendor and documentation supporting the cost in absence of directly comparable market data.

- 7. **Invoices.** An invoice must be itemized and the original provided to the office of County Manager/Administrative Coordinator before any payment may be authorized. An invoice must contain:
 - a. Purchase order number, if used;
 - b. Itemized list of merchandise shipped;
 - c. Prices, terms, date, quantities and all other pertinent information about the purchase; and
 - d. All charges for delivery, freight listed separately from the merchandise.
 - e. Must contain NO sales tax or a request has been made to have a refund of sales tax for credit card purchases.

Payment requests sent to the office of County Manager/Administrative Coordinator must be accompanied by the original invoice, including any supporting documentation. No payment may be made on pro forma invoices. All invoices must be made out to Adams County.

8. Prepayments. No goods or services may be purchased using prepayments/ down payments (excluding employee travel expenses), or payment before receipt of goods or services, without the written authorization of the County Manager/Administrative Coordinator.

SECTION 5: OTHER PURCHASING PROCESSES.

- A. State Contract. If so determined by department head, the department may use existing contracts bid by the State of Wisconsin and bypass the competitive bidding process outlined in this policy for purchases of less than \$15,000. Purchases greater than \$15,000 (Solid Waste would like that number higher) require prior approval by the County Manager/Administrative Coordinator or designee. For purposes of this policy, any purchase made from the State of Wisconsin cooperative purchase contract constitutes compliance with any competitive bidding requirements. Further, the State contract amount may be used as price comparisons for the purpose of the competitive bidding requirements for identical items.
- B. Cooperative Purchasing. Departments may participate with a network of other governmental agencies for cooperative purchasing up to \$15,000 (Solid Waste would like that number higher) which will meet the competitive bidding requirements. Prior approval should be sought from the County Manager/Administrative Coordinator or designee to exceed the \$15,000 threshold
- C. Standard Contracts. Notwithstanding other provisions of this policy, if the County has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services must be purchased from these vendors.
- D. Petty Cash. The Administrative and Finance Committee must approve any petty cash fund. Any cash fund must be reconciled on a regular basis or at a minimum at year end. Purchases through the use of petty cash must comply with all other requirements of this policy.
- E. Internet Purchasing. Purchasing agents may purchase via the Internet with credit cards in accordance with the County's Credit Card Policy, located within this document. Purchases via the Internet must comply with all other requirements of this policy.
- F. Auctions. Purchasing agents may purchase goods at auction only if the vendor offers protection against purchasing defective or erroneously described merchandise, or prior inspection of merchandise, and that the vendor allows for refunds, if necessary, after a physical inspection of the goods received.
Any such purchase must have prior approval by the County Manager/Administrative Coordinator and is subject to the sole source documentation requirement as well as all other required documentation. In addition, the request for approval must be accompanied by an explanation of why it is in the county's best interest to purchase the item through an auction.
- G. Purchases from County Employees and Officials. Provided all other provisions of this policy requirement are met, any single public official or county employee may enter into a contract with or sell to Adams County in which they have a private interest in

and that it does not exceed an aggregated amount of \$15,000 per year (see Wis. Stats. §943.13). In addition, all such purchases must be made with full disclosure, meaning discussion at a meeting of the Administrative and Finance Committee prior to the purchase.

- H. Lease Agreements. All lease agreements must follow purchasing policy and, for leases valued at or above \$100,000 annually must be reviewed by the County Manager/Administrative Coordinator.
- I. Sales Tax Exemption. As Adams County is exempt from Wisconsin State sales tax, employees must provide sales tax exemption information for all purchases that will be reimbursed by the county. Tax exempt cards will be issued to the Department Head or designee for distribution to employees as deemed appropriate. Abuse of Sales Tax Exemption card shall be subject to discipline up to and including termination.

SECTION 6: MISCELLANEOUS PROVISIONS.

- A. Disposal of Excess Supplies or Obsolete Equipment. Supplies or equipment no longer serving a useful purpose must be reported to the appropriate designated staff. For items of other than negligible value, the appropriate designated staff must dispose of the supplies or equipment by transferring the material to a department which may need similar supplies or equipment, by competitive sealed bidding, by public auction, or in such a manner considered to be in the best interest of the County. County owned supplies or equipment must not be sold to County employees except by public auction or through public, competitive bidding. Items purchased with grant dollars must follow the UGG Policy.
- B. Certificate of Insurance. A certificate of insurance is required by the County when contracts with a vendor for materials, equipment, construction, remodeling, supplies, or services, that vendor's activities and the goods provided create an inherent liability risk to the County. The contractor must add "County of Adams, its officers, employees, and agents" as an additional insured under the commercial general, automobile and contractor's liability.

Certificates are required for contracted service vendors and require receipt of the certificate and continued renewal of the certificate while the contract exists. Internal audit must periodically sample the service contracts to ensure compliance.

- C. W-9 Form. Vendors doing business with the County must provide a signed form W-9 to the office of County Manager/Administrative Coordinator before payment will be authorized. All vendors that meet any of the qualifications for the codes stated below will need a W-9 sent to them.
 - a. Code 1. This is for amounts paid for rent. The exception being any amounts paid for rent to a corporation does NOT need that code.

- b. Code 3. This is for payments made to volunteer drivers that are paid over 14 cents a mile.
- c. Code 6. This is medical and health care payment for services. A corporation is NOT EXEMPT from this code. The only ones exempt are a tax-exempt hospital or a tax-exempt extended care facility or ones that are owned and operated by a government.
- d. Code 7. This is for payments for any "services" that a vendor provides. However, payments to corporations are NOT included EXCEPT for payments that are paid to a corporation that has attorneys.

When you have someone who is a LLC, they can be EITHER a corporation OR a partnership, an individual or a company. If they are other than a corporation then they do NOT qualify for the corporation exempt for reporting requirements. Please do not assume that because you paid a certain vendor less than the dollar amount needed for a 1099 that you do not have to code it with the proper code.

You are only seeing your department's payment and when they are added to the other departments, they could go over the limitations for the year.

During the year when you are adding new vendors please make sure that if they "may" qualify under one of the above codes that a W-9 is sent to them and returned to our department. This is the form that requests their identification number.

- D. Law Enforcement Meal Purchases. Notwithstanding any policy to the contrary, the sheriff or his/her designee may authorize the purchase of meals for law enforcement employees or volunteers at an accident or crime scene, natural disaster, search and rescue operation or a cooperative event with another law enforcement department where the required time commitment spans a traditional mealtime and it is impractical to provide an adequate meal break. The maximum amount per meal may not exceed the maximum amount stated in the relevant travel policy.

E. Credit Card Policy.

- 1. Purpose. It has been determined that there are some situations when a credit card is beneficial for the County. One situation is for the purpose of reserving a hotel so that a personal credit card does not have to be used. Whenever possible the usual direct billing method should be used for the actual payment of the hotel bill. The other situation would be used by the Sheriff Department for the purpose of payment for unanticipated expenses due to the requirements of their job and/or investigation or the unplanned travel needed as part of their job. Due to the dollar restrictions that are on meals, there should not be any charging of meals on the credit card with the exception of the Sheriff Department for meals for emergency purposes only. The total credit card limit for the County is currently at \$20,000 with

review by the Administrative and Finance Committee at various times to make sure it is meeting the needs of the County.

2. Procedures. All credit cards are the property of Adams County and each card will be issued in the name of each authorized cardholder. Before issuing a credit card the person must read and sign a credit card agreement/policy and supply appropriate personal information on the application (Exhibit A).
 - a. Employees must abide by the terms of the agreement/policy.
 - b. Adams County has a total limit of \$20,000 that is not to be exceeded by the collective purchases of the individual cardholders.
 - c. The County Manager/Administrative Coordinator will have one credit card that will be used mainly for the purposes of reserving hotel rooms.
 - d. The Sheriff will have the designated employees that will be authorized to have credit cards to be used for unanticipated expenses.
 - e. Other authorized users can be added with the approval of the Administrative and Finance Committee.
 - f. There are to be no personal amounts charged to the credit card, only county related purchases.
 - g. Itemized receipts must be turned in to substantiate the cost on the credit card transaction within ten days or as soon as possible so that it may be matched up with the billing.
 - h. Full payment of the credit card needs to be made timely each month in order not to incur interest charges.
 - i. All charges will be audited by the Finance Manager or designee.
 - j. Failure to follow the signed agreement/policy may result in revocation of use of credit card and/or discipline up to and including termination.

Exhibit A

**ADAMS COUNTY
CREDIT CARD
CARDHOLDER ACKNOWLEDGMENT/POLICY**

INTRODUCTION

Adams County provides qualified employees with a Credit Card at County expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the Financial Transaction Card benefits the County and Cardholder through:

1. Promptly paying our suppliers
2. Reducing overall processing costs
3. Decentralizing purchasing responsibility
4. Providing easy access to obtaining supplies and services.

Cardholders must follow the policies contained in this agreement for conducting County business. Policy violations will result in revocation of Cardholder privileges and may result in disciplinary action up to and including termination.

A. GENERAL POLICIES.

1. Cardholder Definitions: Financial Transaction Cards are issued at the discretion of the Adams County Administrative and Finance Committee to the County Manager/Administrative Coordinator and members of the Sheriff's Department for uses specified in Section 2. Additional persons may be added if further need for the cards is deemed necessary by the Administrative and Finance Committee.
2. Ownership and Cancellation of the Financial Transaction Card: The Financial Transaction Card remains the property of the issuing financial institution. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The issuing financial institution or the County may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Financial Transaction Card upon request to the Financial Transaction Card Administrator or any authorized agent of issuing financial institution. Use of the Financial Transaction Card or account after notice of its cancellation may be fraudulent and may cause the County to take legal action.
3. Spending Limits: The Financial Transaction Card Account has pre-set spending limits, which may not be exceeded under any circumstances. The Financial Transaction Card Abuse: Abuse of the Financial Transaction Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:
 - Purchasing items for personal use.
 - Exceeding bank credit line limit

- Utilizing the Financial Transaction Card for purchases of \$2,500 or more unless authorized by the Finance Committee.
 - Using the Financial Transaction Card for entertainment purposes.
 - Failure to return the Financial Transaction Card when assigned, terminated, or upon request.
 - Failure to submit proper documentation to Accounts Payable.
4. Usage. Approved usage is for conducting official county business such as authorized purchases and hotel/motel reservations and fees. Personnel issued the Card will submit all receipts associated with the Card use along with the appropriate expense report to their supervisor for approval and audit purposes.
 5. Receipts. It is the Financial Transaction Card Cardholder's responsibility to obtain detailed transaction receipts from the merchant or supplier each time the Financial Transaction Card is used. Each month, the Cardholder will receive an activity statement from the issuing financial institution and said statement shall be audited by the County Finance Manager. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Cardholder's supervisor for review and approval.
 6. Disputed Items. It is the Financial Transaction Card Cardholder's responsibility to follow up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements.
 7. Protecting the Credit Card. The Credit Card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping. Sign the financial Transaction Card immediately upon receipt. When the expiration date has passed and/or after you have received a new Financial Transaction Card, cut the old Financial Transaction Card in half and dispose of it. Make sure the Financial Transaction Card is returned to you after each charge and verify that the returned Card has your name on it.

Lost/Stolen Financial Transaction Cards. If the Financial Transaction Card is lost or stolen, contact the Financial Card's 24-hour toll free number at: 1-800-XXX-XXXX. The Cardholder is also required to contact their immediate supervisor. The Cardholder shall also submit a written report detailing the circumstances involving how the Card was lost/stolen.

The recipients of any County Card shall sign an acknowledgement of this policy.

8. Under no circumstances shall a copy of a credit card be made and used in lieu of using the actual card.
- B. Sheriff's Department – Additional Policy Guidelines.
1. General. Credit Cards may be issued to named individuals and their usage is subject to the General County Policy except for the exceptions listed below. Credit Cards are issued at the discretion of the Adams County Sheriff's Department to Adams County Sheriff's Department Employees in permanently allocated positions. Said Cards shall all be on the same account.

2. Usage. Approved usage is for conducting official County business such as emergency meals (as authorized by the Sheriff or his/her designee), fuel, hotel/motel or other authorized purchases. Personnel issued the Card will submit all receipts associated with the Card use along with the appropriate expense report to their supervisor for approval and audit purposes.
- C. Receipts. It is the Financial Transaction Card Cardholder's responsibility to obtain detailed transaction receipts from the merchant or supplier each time the Financial Transaction Card is used. Each month, the Sheriff's Department/Cardholder will receive an activity statement from the issuing financial institution.

Individual transaction receipts are to be attached to this monthly activity report and submitted to the Cardholder's supervisor for review and approval. Following supervisor approval, the activity report, and receipts must be forwarded through the Public Safety and Judiciary Committee to the Administrative and Finance Committee for additional audit.

The recipients of any County Card shall sign an acknowledgement of this policy.

The undersigned Credit Card Cardholder applicant and Department Head request that a Credit Card be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Applicant	Date
-----------	------

Department Head/Designee	Date
--------------------------	------

Credit Cardholder – Applicant and Department Head/Designee:
Complete the application. Retain one copy each of Agreement/Application.

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Dell Prairie on November 14, 2011, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On June 2, 2017 the School District of Wisconsin Dells, owner, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a parcel of land (40 acres) in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 6, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

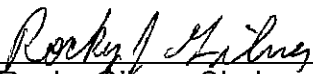
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance #17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be rezoned from a PSP-1 Public Semi Public District to an A3 Secondary Agriculture District;

Property located in the SW ¼, SE ¼, Section 36, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of July, 2017.


Recommended for enactment by the Adams County Planning and Zoning Committee on this 6th day of July, 2017.


Rocky Gilner, Chair



Randy Theisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani


Fred Nickel


Larry Borud

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of July, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE

July 6, 2017 – County Board Room - Courthouse

Friendship, WI 53934

1:00 P.M.

School District of Wisconsin Dells – Rezoning request of a 40 acre parcel from a PSP-1 Public Semi Public District to an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the sale of the property located in the SW ¼, SE ¼, Section 36, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin.

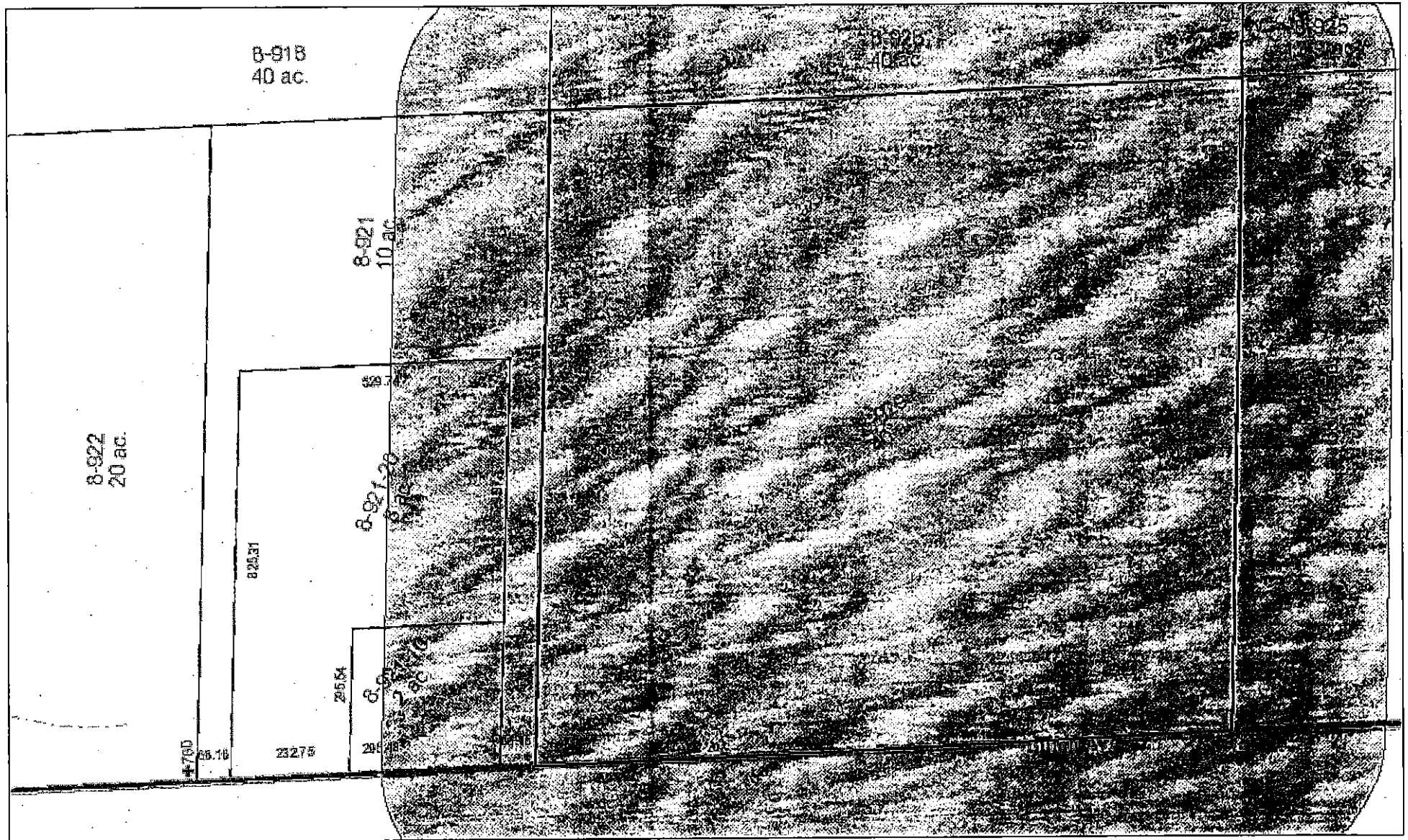
Appearing for with testimony: Tory Wolfram from Wisconsin Dells Realty represented the School District of Wisconsin Dells.

No one appearing against.

Correspondence: Notification from the Town Board of Dell Prairie that they met on June 13, 2017 and have no objection to the zoning change.

Disposition: Larry Borud made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 6-Yes. 1 – No.(Nickel) Motion carried.

Web Map



June 2, 2017

- | | | |
|------------------|----------------------|----------------------------------|
| — State Highway | □ Municipal Boundary | Special Flood Hazard Area |
| — County Highway | — Sections | □ 100 Year Flood Zone |
| — Local Road | + Property Addresses | □ Floodway |
| + Railroad | □ Schools | □ Parcel Lines |
| □ | — Meander Lines | |

Adams Co. 1:4,514

0 0.0375 0.075 0.15 mi

0 0.05 0.1 0.2 km

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AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P40

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2011 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of New Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 30, 2017, Peter J. & Jo E Joslin, owners petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a portion of a parcel of land in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 6, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described zoning of property that is currently an A-1 Exclusive Agricultural District and an A3 Secondary Agriculture District be reconfigured to reflect;

That 7 acres of the parcel encompassing the current residence be zoned A3 Secondary Agriculture and the remaining acreage to A1 Exclusive Agriculture on property located in the SW ¼, NE ¼, & Pt. NW ¼, SE ¼, Section 34, Township 14 North, Range 7 East, at 330 State Road 23, Town of New Haven, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of July, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6th day of July, 2017.

Rocky Gilner
Rocky Gilner, Chair

Randy Thesen
Randy Thesen

Barb Morgan
Barb Morgan, Vice Chair

Larry Babcock
Larry Babcock

Al Sebastiani
Al Sebastiani

Fred Nickel
Fred Nickel

Larry Borud
Larry Borud

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of July, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE
July 6, 2017 – County Board Room -Courthouse
Friendship, WI 53934
1:00 P.M.

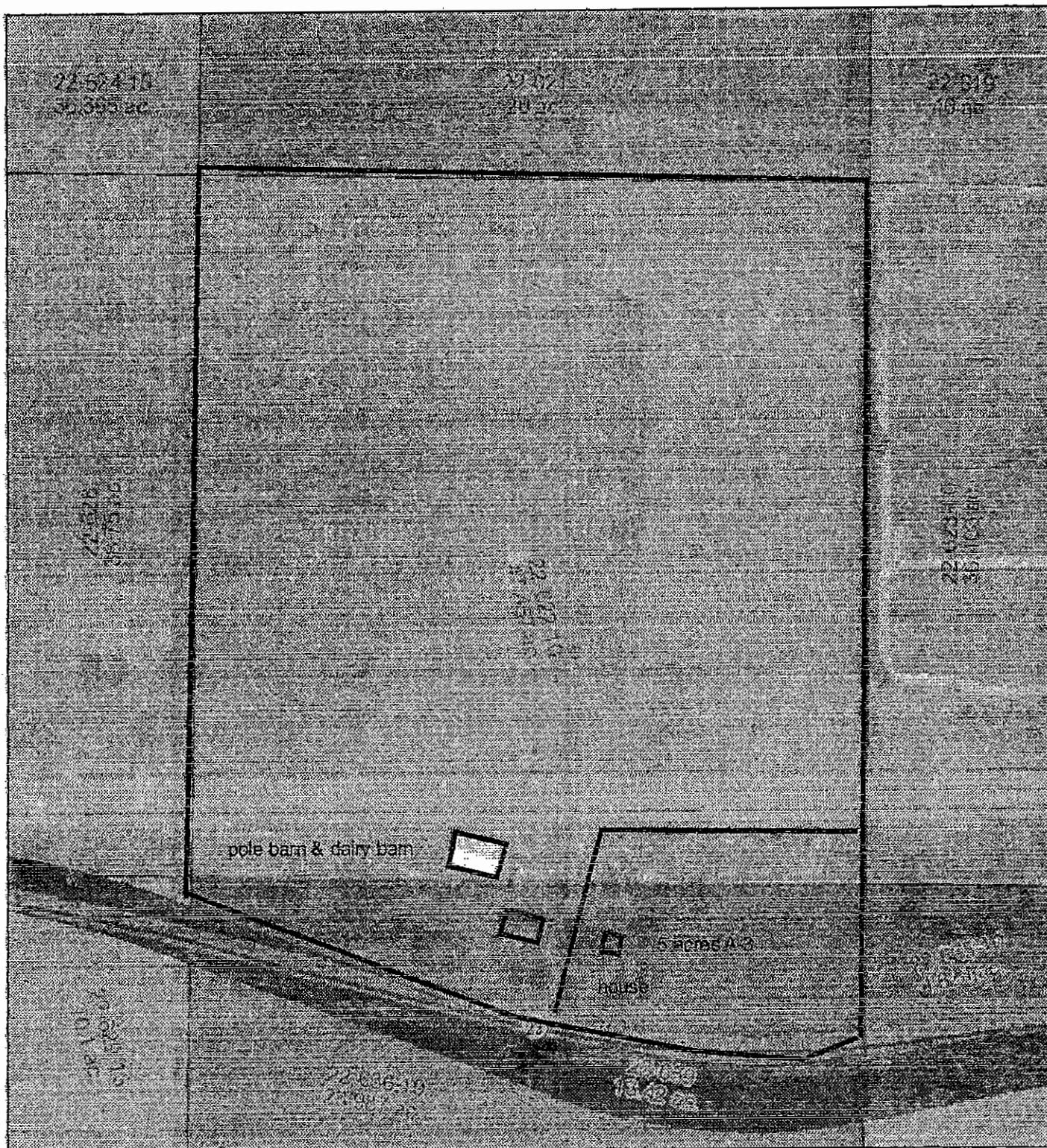
Peter J. & Jo E Joslin – Rezoning request to reconfigure a 47.457 acre parcel from A1 Exclusive Agriculture and an A3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to create a 7 acre parcel zoned A3 Secondary Agriculture encompassing the current residence and the remaining acreage to A1 Exclusive Agriculture on property located in the SW ¼, NE ¼, & Pt. NW ¼, SE ¼, Section 34, Township 14 North, Range 7 East, at 330 State Road 23, Town of New Haven, Adams County, Wisconsin.

Appearing for with testimony: Peter Joslin, owner.

No one appearing against.

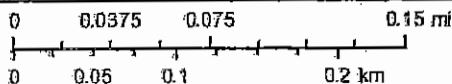
Correspondence: Notification from the Town Board of New Haven that they met on June 15, 2017 and have no objection to the zoning change.

Disposition: Barb Morgan made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Larry Borud seconded the motion. Roll Call Vote: 7-Yes. Motion carried.



May 26, 2017

Adams Co. 1:4,514



- | | | | |
|--|--------------------|--|------------------------|
| | State Highway | | Property Addresses |
| | County Highway | | Schools |
| | Local Road | | Hospital |
| | Railroad | | Parcel Lines |
| | County Boundary | | Meander Lines |
| | Municipal Boundary | | Inland Wetland - Point |

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ORDINANCE 23 - 2017
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P43

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2011 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of New Haven on February 24, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On Alton T. & Viola L. Halvorsen, Trustees, owner petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a portion of a parcel of land (2 acres) in the Town of New Haven, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 6, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

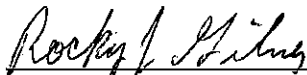
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A-1 Exclusive Agricultural District to an R-1 LL Residential Large Lot District of the Adams County Comprehensive Zoning Ordinance;

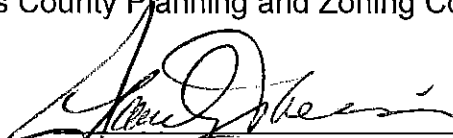
Property located in the SW ¼, NE ¼, Section 17, Township 14 North, Range 7 East on 5th Drive, Town of New Haven, Adams County, Wisconsin.

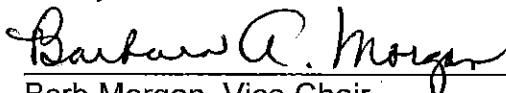
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of July, 2017.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 6th day of July, 2017.



Rocky Gliner, Chair


Randy Theisen



Barb Morgan, Vice Chair


Larry Babcock



Al Sebastiani


Fred Nickel



Larry Borud

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of July, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE

July 6, 2017 – County Board Room -Courthouse

Friendship, WI 53934

1:00 P.M.

Alton T. & Viola L. Halvorsen, Trustees – Rezoning request of a portion of a 38 acre parcel (2 acres) from an A1 Exclusive Agriculture District to an R1-LI Residential Large Lot District of the Adams County Comprehensive Zoning Ordinance to allow construction of a dwelling on property located in the SW ¼, NE ¼, Section 17, Township 14 North, Range 7 East on 5th Drive, Town of New Haven, Adams County, Wisconsin.

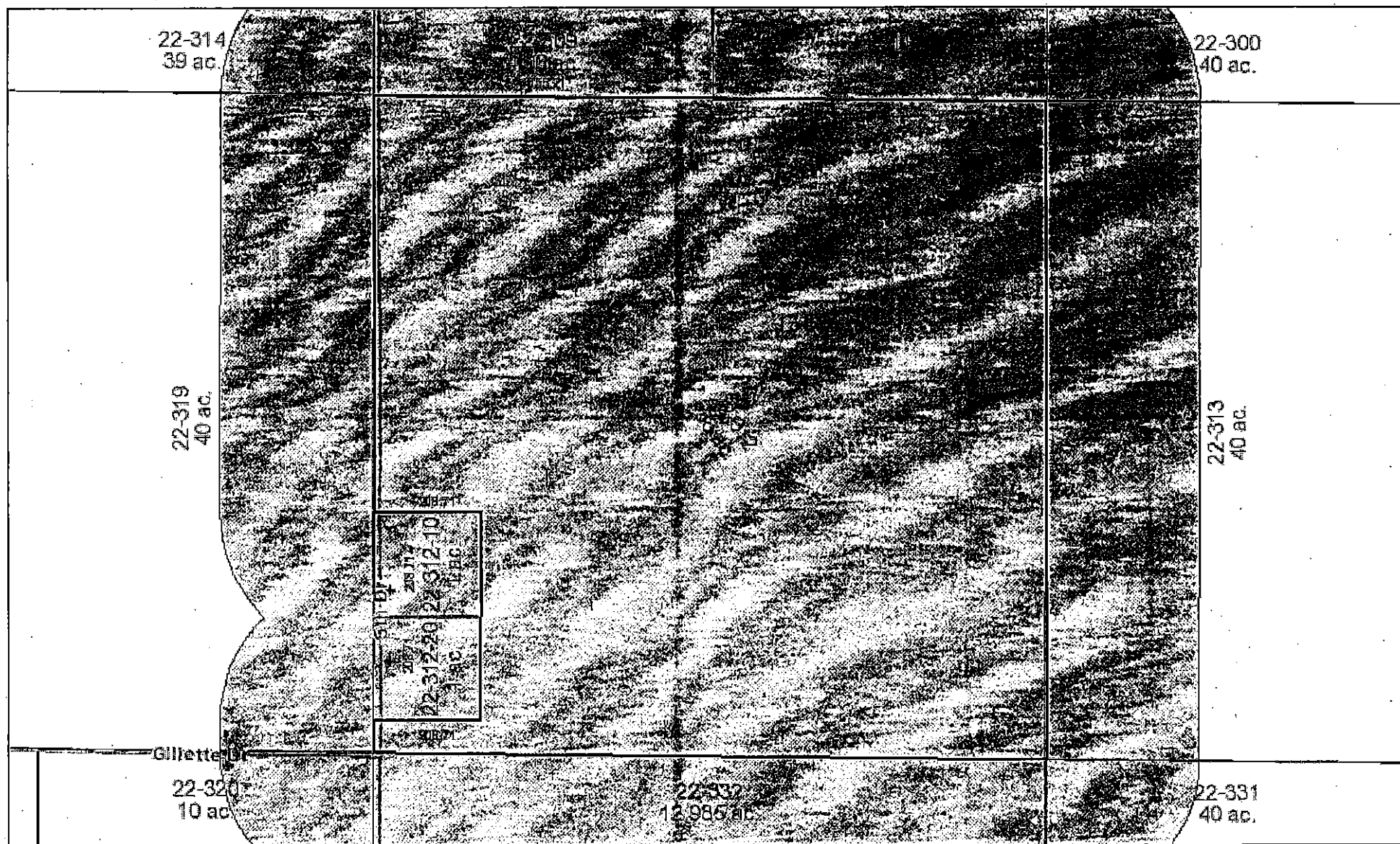
Appearing for with testimony: David Halvorsen was present to explain that they wanted to split off the two acres for a house for his daughter.

No one appearing against.

Correspondence: Notification from the Town Board of New Haven that they met on June 12, 2017 and have no objection to the zoning change.

Disposition: Fred Nickel made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Barb Morgan seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

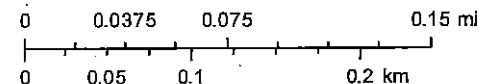
Web Map



June 12, 2017

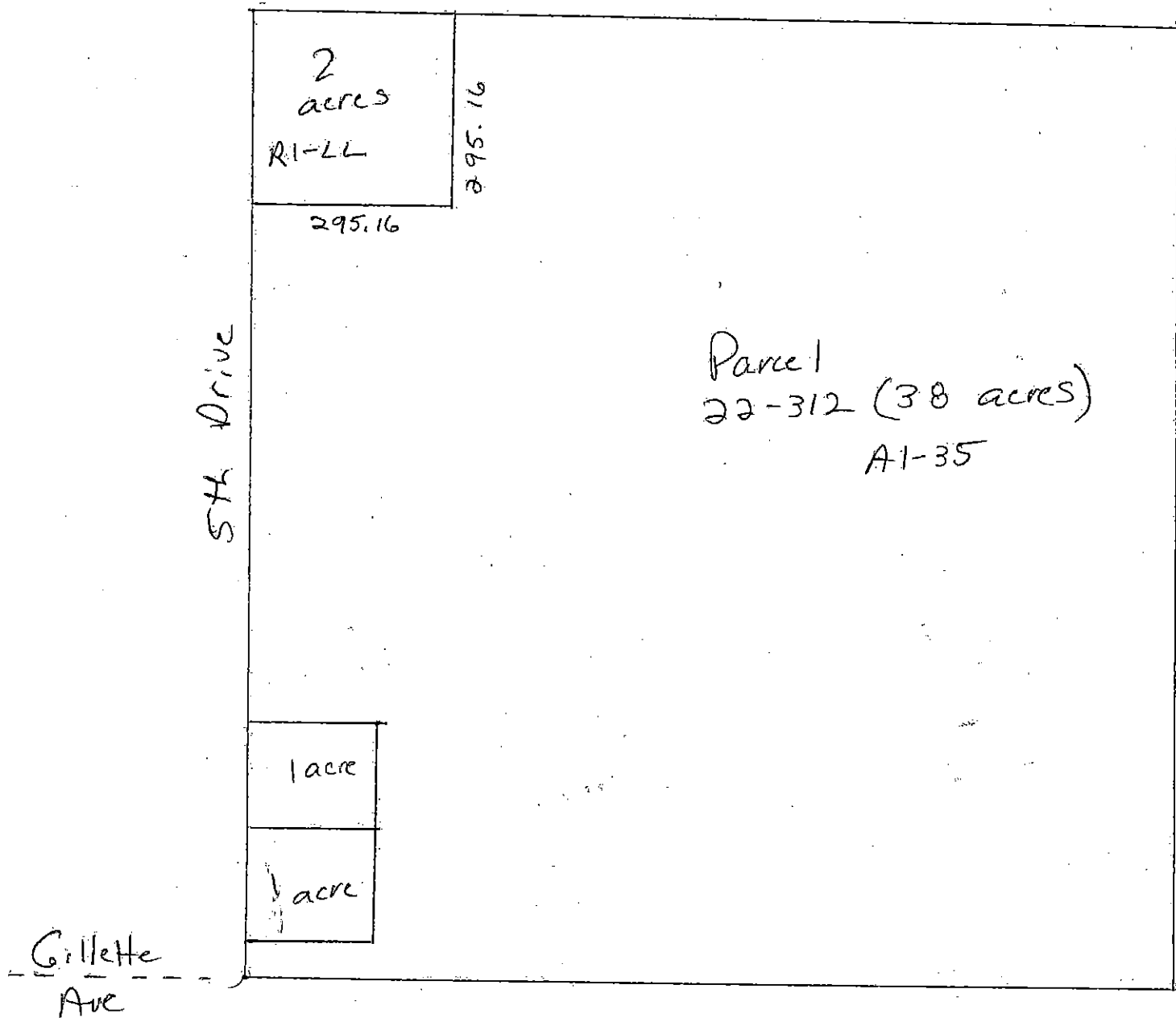
Adams Co.

1:4,514



- | | | |
|-------------------|----------------------|---------------------------|
| — State Highway | □ Municipal Boundary | Special Flood Hazard Area |
| — County Highway | — Sections | 100 Year Flood Zone |
| — Local Road | + Property Addresses | Floodway |
| + Railroad | □ Schools | |
| □ County Boundary | + Hospital | |

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AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Dell Prairie on November 14, 2011, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On May 31, 2017 Majestic Development, owner, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone land in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on July 6, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance #17A, 2010, and the corresponding zoning maps are hereby not amended to reflect that the following described property be rezoned from a P-R Planned Residential District to a B-1 Rural Business District;

Property located in the W ½, NE ¼, SE ¼, Section 17, Township 14 North, Range 6 East (18 acres), part of a parcel located in the SW ¼, SE ¼, and part of a parcel located in Pt of Gov't Lot 5, both in Section 17, Township 14 North, Range 6 East in the Town of Dell Prairie, Adams County, Wisconsin.

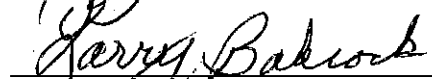
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of July, 2017.


Recommended for denial by the Adams County Planning and Zoning Committee on this 6th day of July, 2017.


Rocky Giller, Chair

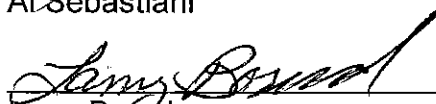

Randy Theisen


Barb Morgan, Vice Chair


Larry Babcock


Al Sebastiani


Fred Nickel


Larry Bofud

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of July, 2017



PLANNING AND ZONING DEPARTMENT

ADAMS CO PLANNING & ZONING COMMITTEE

July 6, 2017 – County Board Room - Courthouse

Friendship, WI 53934

1:00 P.M.

P.O. BOX 187, COURTHOUSE

FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

Majestic Development, LLC – Rezoning request from a P-R Planned Residential District to a B1 Rural Business District of the Adams County Comprehensive Zoning Ordinance for all of the property located in the W ½, NE ¼, SE ¼, Section 17, Township 14 North, Range 6 East (18 acres), part of a parcel located in the SW ¼, SE ¼, and part of a parcel located in Pt of Gov't Lot 5, both in Section 17, Township 14 North, Range 6 East in the Town of Dell Prairie, Adams County, Wisconsin.

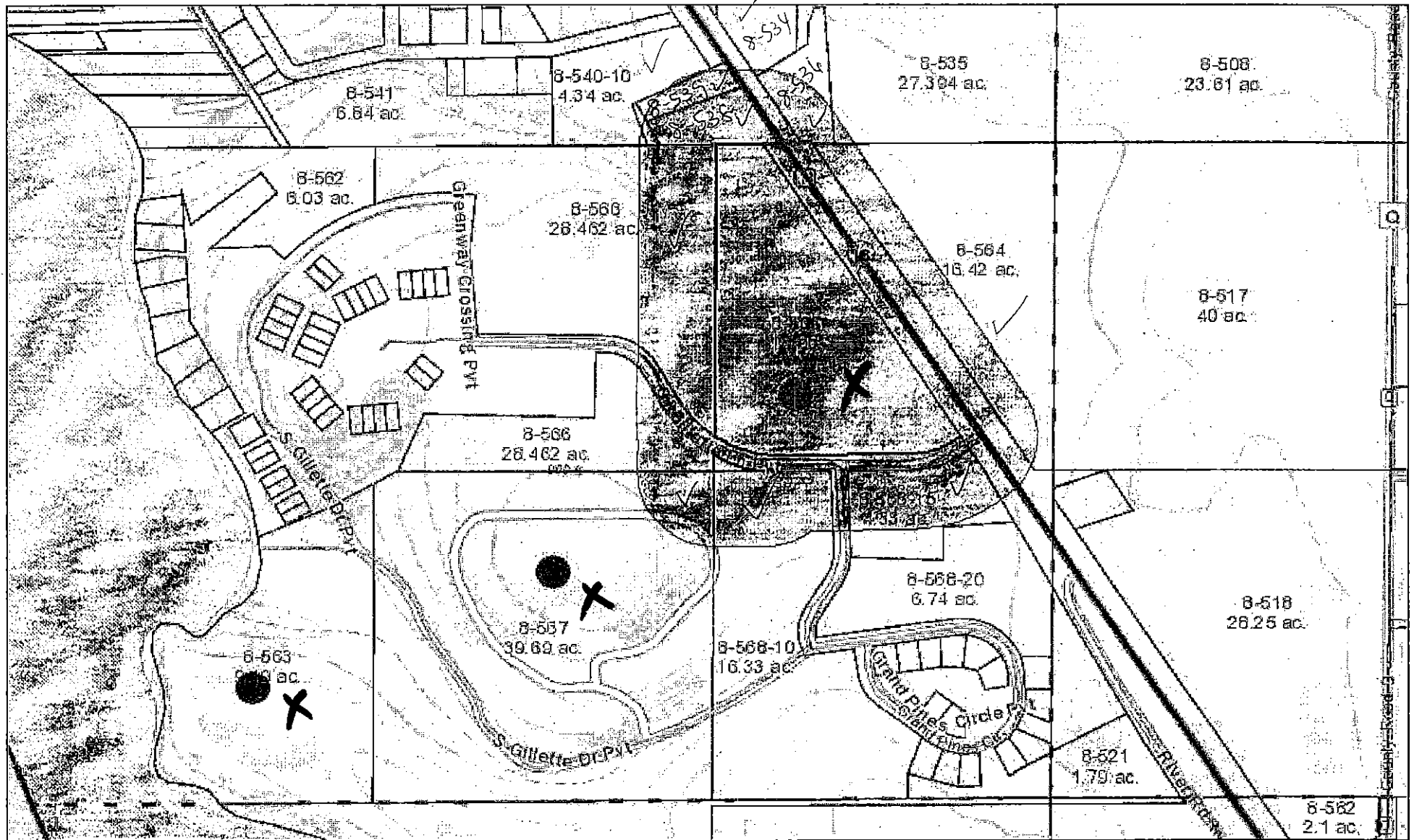
Appearing for with testimony: David Wall and Greg Rhinehart representing Majestic Development.

Appearing with concerns: There were eighteen residents from the general area with concerns that there were no definite plans about what kind of business is proposed and traffic concerns.

Correspondence: Notification from the Town Board of Dell Prairie that they met on June 13, 2017 and have no objection to the zoning change.

Disposition: Fred Nickel made a motion to table the request because of lack of information. Al Sebastiani seconded the motion. 3 – Yes. 4 – No. (Theisen, Borud, Gilner) Discussion followed. Al Sebastiani made a motion to deny the request and forward that recommendation to the County Board for final action. Fred Nickel seconded the motion. Roll Call Vote: 4 - Yes. 3 – No. (Theisen, Borud, Gilner) Motion to deny carried.

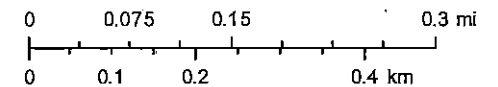
Web Map



June 1, 2017

Adams Co.

1:9,028



- | | | | |
|------------------|----------------------|----------------|-------------------|
| — State Highway | □ County Boundary | ⊕ Hospital | - - Intermittent |
| — County Highway | □ Municipal Boundary | □ Parcel Lines | — Perennial |
| — Local Road | - Sections | Streams | Open Water |
| + Railroad | ⊠ Schools | ~ Fluctuating | □ Open Water |

DISCLAIMER: This map is for informational purposes and has not been prepared for, nor is it suitable for legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Adams County makes no warranty or ascertain the usability of the information. Adams County makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided. Adams County assumes no legal responsibility for the information contained hereon. Copyright 2015, Adams County. All rights reserved.

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors,

ADMINISTRATIVE & FINANCE MEETING MINUTES

June 9, 2017 9:00 a.m. Room A231

The meeting was called to order by Chairman West at 9:02 a.m. The meeting was properly noticed. Present: Grabarski, Parr, Pisellini, West and Hamburg (in for Allen) present. Excused: Allen. Also present: Petkovsek, Wagner, Kaye, Miller, Tolley, Bill Pegler (Times-Reporter) and Phillippi.

Motioned by Pisellini/Parr to approve the agenda. Motion carried by unanimous voice vote.
 Motioned by Pisellini/Hamburg to approve minutes from April 7, May 3 & May 16, 2017.
 Grabarski stated that he still believes that there is still too much detail in the minutes, but he won't go against the committee. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8 Corporation Counsel monthly report: Report was provided in the packet. Wagner gave a verbal update too.

Item #9 Personnel monthly report: Report was provided at the meeting. Kaye gave a verbal update too.

- a) *Discuss and/or approve an exception to County Catastrophic Leave Policy for Solid Waste employee:* Discussion took place. No action was taken; employee had a balance of 78% time prior to work compensation issue.

Item #10 Treasurer monthly report: Cash investment report was provided to committee members. Petkovsek reported that there was a resignation in the Treasurer's office.

Item #12 Parks Manager reports: Written report provided.

Present: McGhee at 9:30 a.m., during Parks reports.

Item #11 MIS monthly report: Written report was provided. McGhee gave verbal update; website could potentially be implemented in January, 2018.

Item #13 Administrative Coordinator/County Manager report: Petkovsek gave a verbal update: talked about budget process; True Time for law enforcement and Practical Cents are not fully implemented; Family Care is on hold. Discussion regarding potential to provide a donation to Alice in Dairyland transpired. Grabarski stated that Farm Progress day parallels Alice in Dairyland. Parr had concerns about donating money. Hamburg didn't feel it'd establish a president – to be placed on next meeting agenda. Petkovsek inquired about the financial report that was included in the packet by Administrative Office. Would the committee like it every meeting quarterly, etc. Committee concurred quarterly would be sufficient.

Item #14 Discuss and/or act on:

- a) *2016 – 2018 Indirect cost plan service contract:* Motioned by Hamburg/Grabarski to approve Maximus indirect cost plan for 3 years for \$4,000 per year. Motion carried by unanimous voice vote.
- b) *Options for the Petenwell harbor sea wall:* Discussed during Parks Manager reports.

ADMINISTRATIVE & FINANCE MEETING MINUTES

June 9, 2017 9:00 a.m. Room A231

- c) *Resolution to rescind Employment Policy No. One adopted by resolution no. 114-2013 and replace it with the attached Employment Policy No. One of the Administrative Policy Documents:* Changes- spelling line 19, comma line 24, line 91 adding wording; authorization, rework 4.02 and 4.04, strike 4.03 lines 119-121. To be placed on next agenda.
- d) *Resolution to adopt Purchasing Policy:* To be placed on next agenda.
- e) *Records Retention ordinance:* Motioned by Pisellini/Parr to move Records Retention Ordinance forward to County Board for approval. Motion carried by unanimous voice vote.
- f) *Ordinance to revise & consolidate, amend, supplement and codify the General Ordinances of Adams County:* Motioned by Hamburg/Pisellini to move Ordinance forward to County Board for approval. Motion carried by unanimous voice vote.
- g) *Ethics ordinance:* Motioned by Hamburg/Pisellini to approve and forward to County Board after correcting 1.02 spelling and adding language to reference disclaimer regarding: statute, policy/handbook changes. Motion carried by unanimous voice vote.
- h) *Updating Employee Handbook:* Did not discuss.
- i) *Updating County Board Rules:* Did not discuss.

Identify upcoming agenda items:

Discuss and/or act on:

- *Resolution to rescind Employment Policy No. One adopted by resolution no. 114-2013 and replace it with the attached Employment Policy No. One of the Administrative Policy Documents;*
- *Resolution to adopt Purchasing Policy;*
- *Updating Employee Handbook;*
- *Updating County Board Rules;*
- *Donation to Alice in Dairyland.*

Next meeting date set for: July 10th at 2 p.m.

Motioned by Pisellini/Parr to adjourn at 11:25 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary
CP/ck


These minutes have not been approved by the committee.

ADMINISTRATIVE & FINANCE MEETING MINUTES

Wednesday, June 28, 2017

9:00 a.m., Room A231

1. The meeting was called to order at 9:02 a.m. by Vice-Chairman Grabarski.
2. The meeting was properly noticed.
3. In attendance: Jack Allen, Deborah Parr, Bob Grabarski, Paul Pisellini; Excused: John West. Also present: Florence Johnson, Barb Petkovsek, Ken Wagner, and Marcia Kaye.
4. Motion by Pisellini, seconded by Parr to Approve the agenda. Motion carried by voice vote.
5. Motion at 9:05 a.m. by Allen, seconded by Pisellini to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on terms of employment and possible resulting Resolution for the Adams County Manager/Administrative Coordinator. Voting yes: Allen, Parr, Grabarski, Pisellini.
6. Motion at 9:40 a.m. by Pisellini, seconded by Parr to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Voting yes: Allen, Parr, Grabarski, Pisellini.
7. Motion by Pisellini, seconded by Allen, to confirm motion that was made and approved in closed session. Motion carried by voice vote. Parr indicated she would like to have an "approved by the Committee" date included on the Employment Agreement so that the timeline could be tracked in the future.
8. Identify upcoming agenda items – Budget benchmarks.
9. Set next meeting date – Discussion to ask Chair West if they can change next meeting to July 6 following County Board meeting. Time to be determined.
10. Motion by Allen, seconded by Pisellini to Adjourn at 9:54 a.m. Voting yes: Allen, Parr, Grabarski, Pisellini.



Marcia Kaye
Acting Recording Secretary

These minutes have not yet been approved by the Admin & Finance Committee

Minutes of Adams Co. Airport Commission Monday June 12, 2017

Meeting called to order at 7:07 PM by Chairperson Dave Repinski

Members present: Steve Pollina, Mike Bourke, Dave Repinski, and Jerry Reuterskiold.

Also present Airport Manager Mike Scott, Airport Groundskeeper Sheldon Sundsmo and Josh Holbrook with the BOA.

Motion to approve published agenda by Bourke second by Pollina no discussion, motion carried.

Motion to approve Minutes, as published, of May 8, 2017 Airport Commission by Bourke, Second by Pollina. No discussion. Motion carried.

Report of Airport Manager

Scott reported he received the now annual FAA airport re-certification and some invoices.

Scott reported that with 42% of the year gone the expenses were at 22% of budget. He also presented several bills for review.

Scott informed the commission on the progress in regards to new snow removal equipment for the airport, indicating that we may have the unit by the end of the year.

Scott reported that fuel sales for the first quarter of this year were 885 gals. verses 314 gals for the first quarter last year.

Motion by Pollina to accept the Airport Manager's report, second by Bourke no discussion, motion carried.

Report of Grounds keeper

Sundsmo reported that he was working on repairing the rotating beacon and the runway end identifier lights.

Motion to accept Grounds keeper report by Reuterskiold, second by Bourke Motion carried.

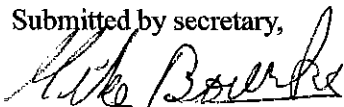
Josh Holbrook of the BOA gave a brief report on aviation related news items.

Motion by Repinski to adjourn until 7:00 PM Monday July 10th, 2017, Second by Pollina. No discussion.

Motion carried.

Meeting adjourned at 7:30 PM.

Submitted by secretary,



Mike Bourke

Minutes not officially approved yet.

ADAMS COUNTY BOARD OF ADJUSTMENT
MONTHLY MINUTES:
June 21, 2017

Chairman Bob Beaver called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Tom Feller, Bob Krause and Bob Benkowski. Cathy Croke was excused from the meeting. Others present were: Phil McLaughlin, Zoning Administrator and Janene Harper, Recording Secretary. Was this meeting properly announced? Mr. McLaughlin stated that it was. Roll Call. Bob Beaver made a motion to approve the Agenda as noticed. Bob Krause seconded the motion. All in favor. Motion carried. Public Hearings: K & L Campground, LLC – Special Exception Permit request under Section 16-5A.01 (G) of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow the existing campground to become conforming on property located in the SE ¼ of the SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 County Road G, Town of Jackson, Adams County, Wisconsin. Lin Eder, owner of property, was present. Phil told the Board why the changes needed to be made: to change the zoning to become conforming and would alleviate future issues. Bob Benkowski made a motion to grant the Special Exemption as requested. Bob Krause seconded the motion. Roll Call Vote: 4 – Yes. Motion carried. Terry Hall – Special Exception Permit request under Section 10-5A.01 (C) of the Adams County Shoreland Wetland and Habitat Protection Zoning Ordinance to allow a residential accessory building that was built without a primary structure present in an R&R Recreational/Residential District on property located in the NW ¼, SW ¼, Section 4, Township 18 North, Range 6 East, Lot 36 of Roche A Cri Subdivision on Chicago Road, Town of Preston, Adams County, Wisconsin. Mr. Hall called on the morning of June 21, 2017 to state that he would not be appearing at the hearing since the Town of Preston voted against his request. Janene Harper explained to him that the Board of Adjustment had the final decision, but he was unwilling to attend. No further action needed to be taken by the Board. Mildred V. & Stephan J. Gonyo – Variance Permit request under Section 5-6B.04 (C) of the Adams County Comprehensive Zoning Ordinance to allow an accessory building in an R1 Single Family Residential District at 51'6" from the center of a town road instead of the required 63' on property located in the SW ¼, NW ¼, Section 31, Township 15 North, Range 6 East, Lot 1, CSM 5280 at 1389 Fur Court, Town of Springville, Adams County, Wisconsin. Stephan Gonyo handed out file folders to everyone and explained the layout of the property and the reason why he was unable to meet the required setback. His sanitary system was placed closer to the middle of the property because of low land at the rear, leaving him too close to the road if building a garage. Bob Benkowski asked if there would be a visual hazard if the garage was not at the required footage away from the road. Mr. Gonyo stated that there would not be. When asked why he would not be using a different portion of the property, Mr. Gonyo explained that he and his wife had put in a sidewalk and that a portion of the sidewalk would need to be taken out if the garage were to be built on that side. Bob Benkowski made a motion to approve the request if Mr. Gonyo built the garage on the opposite side that he had requested because it brought him 5' closer to meeting the setback. Bob Beaver seconded the motion. Roll Call Vote: 4 – Yes. Motion carried.

Adams County Board of Adjustment
 Meeting Minutes
 June 21, 2017
 Page #2

Minutes: Phil McLaughlin presented the Board with the minutes from the May 19, 2017 meeting for their review. Bob Benkowski made a motion to approve the minutes as presented. Bob Krause seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Bob Beaver closed the Public Hearing portion of the meeting.
 The next Board of Adjustment Meeting will be July 19, 2017 at 9:30 A.M.

Bob Beaver made a motion to adjourn. Bob Benkowski seconded the motion. All in favor. Motion carried.

ADJOURNED: 10:55 A.M.

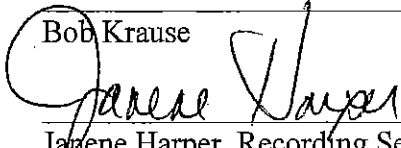
 Bob Beaver, Chair

 Tom Feller, Vice-Chair

 Catherine Croke, Secretary

 Bob Krause

 Robert Benkowski


 Jaene Harper, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.

ADAMS COUNTY BOARD OF SUPERVISORS MINUTES

Adams County Board Room, Monday, June 19, 2017

The meeting was called to order by Chairman West at 12:02 p.m. The meeting was properly announced.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; #03-Larry Babcock; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #09-Dan Wysocky; #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13- Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski.; Dist. #17-Gordon Carlson; Dist. #18- John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #02-Rocky Gilner; Dist. #04-Larry Borud; Dist. #07-Fran D hmlow; Dist. #08-Robin Skala; Dist. #10-Scott Colburn; Dist. Dist.

Motion by Kotlowski, seconded by Grabarski, to Approve Agenda. Motion carried by unanimous voice vote.

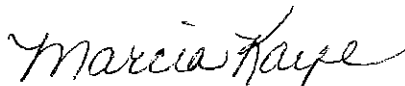
Motion by Hickethier, seconded by Wysocky, at 12:06 p.m. to convene in closed session per Wis. Stats.  19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on conducting interviews for the position of County Manager/Administrative Coordinator; Motion carried by roll call voice vote.

Motion by Repinski, seconded by Pisellini, at 4:25 p.m. to reconvene in open session per Wis. Stats.  19.85(2), to consider and vote on appropriate matters; Motion carried by roll call voice vote.

Motion by Hamburg, seconded by Allen to confirm the motion made in Closed Session. Motion carried by roll call voice vote.

Motion by Morgan, seconded by Hamburg to adjourn at 4:27 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Marcia Kaye
Acting Recording Secretary

These minutes have not been approved by the County Board

ADAMS COUNTY BOARD OF SUPERVISORS MINUTES

Adams County Board Room, Tuesday, June 20, 2017

The meeting was called to order by Chairman West at 3:02 p.m. The meeting was properly announced.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #09-Dan Wysocky; #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13- Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18- John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini ; Excused: Dist. #02 – Rocky Gilner; Dis. #7 – Fran Dehmlow; Dist. #10 – Scott Colburn. Absent: Dist. #08-Robin Skala.

Motion by Hickethier, seconded by Kotlowski, to Approve Agenda. Motion carried by unanimous voice vote.

Motion by Carlson, seconded by Repinski, at 3:04 p.m. to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on conducting interviews for the position of County Manager/Administrative Coordinator; Motion carried by roll call voice vote.

Motion by Allen, seconded by Carlson, at 5:45 p.m. to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters; Motion carried by roll call voice vote.

Motion by Grabarski, seconded by Morgan to confirm the motion made in Closed Session. Motion carried by roll call voice vote.

Motion by Hamburg, seconded by Carlson to adjourn at 5:47 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Marcia Kaye
Acting Recording Secretary

These minutes have not been approved by the County Board

ADAMS COUNTY BOARD OF SUPERVISORS MINUTES

Adams County Board Room June 20, 2017 6:00 p.m.

The meeting was called to order by Chairman West at 6:01 p.m.

The meeting was properly announced. There was a moment of silence followed by the Pledge of Allegiance.

Roll Call: Dist. #01-Mark Hamburg; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #09-Dan Wysocky; Dist. #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #02-Rocky Gilner; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #10-Scott Colburn. SAYL student Klaus present.

Motioned by Kotlowski/Morgan to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Wysocky/Hamburg to approve the May 16, 2017 minutes. Motion carried by unanimous voice vote.

There was no public participation.

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Carlson, Morgan for Colburn, Parr for Dehmlow, Grabarski, Hamburg and Hickethier for Gilner.

Claims: None

Correspondence: None

Appointments: None

Unfinished Business: None

Reports and Presentations:

Motioned by Hickethier/Carlson to approve the amendments for the Town of Big Flats Land Use & Zoning Ordinance. Motion carried by unanimous voice vote.

Daric Smith provided a written ACED report. Petkovsek, Interim County Manager, gave a verbal report.

Resolutions:

Res. #24: Motioned by Grabarski/Allen to adopt Resolution #24-17 to approve out-of-state travel and accommodations for Janet K. Leja, Child Support Director, to Scottsdale, Arizona on August 6-9, 2017. Motion to adopt Res. #24-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Res. #25: Motioned by Wysocky/Carlson to adopt Res. #25-17 to enter into a ten (10) year operating agreement for drilling, blasting and or crushing services at the Seven Sisters Quarry (property) with The Kraemer Company, LLC (Kraemer). Motion to adopt Res. #25-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Motioned by Kotlowski/Hickethier to adopt Res. #26, 27, 28 and 29 as a group.

Res. #26: To Sell County Advertised Property Parcel #126-265.

Res. #27: To Sell County Advertised Property Parcel #126-182-400.

Res. #28: To Sell County Advertised Property Parcel #126-182-411.

Res. #29: To Sell County Advertised Property Parcel #126-182-412.

Motion to adopt Res. #26, 27, 28 and 29 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Res. #30: Motioned by Allen/Grabarski to adopt Res. #30-17 a Resolution to approve out-of-state travel for Public Health Officer to Oakland, CA July 17-20, 2017 and Boston, MA December 4-8, 2017. Motion to adopt Res. #30-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ordinances:

Ord. #14: Motioned by Nickel/Borud to enact Ord. #14-17 to rezone 27.07 acres from an R-3 Residential District to a B-1 Rural Business District of the Adams County Comprehensive Zoning Ordinance to allow the campground to become conforming. Property located in the SE ¼ SE ¼, Section 28, Town 15 North, Range 7 East, Pt. of Lot 1, CSM 3101 at 3503 Cty Road G, Town of Jackson, Adams County, Wisconsin. Motion to enact Ord. #14-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #15: Motioned by Repinski/Nickel to enact Ord. #15-17 to rezone a portion of property less than 1 acre from a Conservancy District to a Recreational/Residential District. Property located in the NW ¼, NE ¼, Section 27, Township 19 North, Range 6 East on Browndeer Avenue, Town of Big Flats, Adams County, Wisconsin. Motion to enact Ord. #15-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #16: Motioned by Hamburg/Hickethier to enact Ord. #16-17 to rezone 36 acre parcel from an A1 Exclusive Agriculture District to an A1-15 Exclusive Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the parcel to be split. Property located in the NE ¼, NW ¼, Section 28, Township 15 North, Range 7 East at 470 Cty Road I, Town of Jackson, Adams County, Wisconsin. Motion to enact Ord. #16-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #17: Motioned by Johnson/Carlson to enact Ord. #17-17 to rezone a portion of land (approx. 1.93 acres) from a Conservancy District to a Recreational/Residential District. Property located in the NE ¼, NW ¼, Section 6, Township 17 North, Range 7 East at 653 Cty Road J, Town of Lincoln, Adams County, Wisconsin. Motion to enact Ord. #17-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #18: Motioned by Hamburg/Nickel to enact Ord. #18-17 an Ordinance to Revise and Consolidate, Amend, Supplement and Codify the General Ordinances of Adams County. Motion to enact Ord. #18-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #19: Motioned by Nickel/Pisellini to enact Ord. #19-17 an Ordinance Adopting County Records Retention/Disposition Schedule. Appendixes were distributed at County Board. Motion to enact Ord. #19-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Ord. #20: Motioned by Nickel/Pisellini to enact Ord. #20-17 the Adams County Ethics Ordinance. Motion to enact Ord. #20-17 carried by roll call vote, 16 yes, 4 excused. Excused: Colburn, Dehmlow, Skala and Gilner. SAYL student Klaus, yes (non-binding vote).

Denials: None

Petitions: None

Motioned by Hamburg/Carlson to approve the claims. Motion carried by unanimous voice vote.
Motioned by Carlson/Johnson to approve Per Diem and Mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Allen for County Clerk to correct any and/or all errors and read back at the next meeting, if so requested. Motion carried by unanimous voice vote.

Next regular meeting date will be July 18, 2017 at 6:00 p.m. and July 6, 2017 at 9:00 a.m. for County Manager/Administrator Coordinator position.

Motioned by Repinski/Johnson to adjourn at 6:38 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi
Adams County Clerk
CP/bw

These minutes have not been approved by the County Board.

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES

Adams County Board Room Thursday, July 6, 2017 9:00 a.m.

The meeting was called to order by Chairman West at 9:02 a.m. The meeting was properly announced.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist. #06-Barb Morgan; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #12-Fred Nickel; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini. Excused: Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala.

Motioned by Wysocky/Pisellini to approve the agenda. Nickel stated that he thought the County Board should wait until the regular July County Board meeting, to approve the resolution. Motion carried by unanimous voice vote.

Res. #31: Motioned by Grabarski/Colburn to adopt Res. #31-17 to approve the appointment of Casey Bradley as the Adams County Manager/Administrative Coordinator. Motion to adopt Res. #31-17 carried by roll call vote, 16 yes, 2 no, 2 excused. Voting no, Nickel and Repinski. Excused, Dehmlow and Skala.

County Board did not go into closed session.

Motioned by Wysocky/Colburn to adjourn at 9:09 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Adams County Clerk
CP/ck

These minutes have not been approved by the County Board.



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 26, 2017

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

Absent: Joy Casperson, Sandy Wormet, and Stacy Ewert

Unexcused Absence: None

Staff Present: Chris Utley, Lisa Williams, Wendy Schneider, and Jim Dahlke

Guests Present: Kara Zastrow

Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the April 26, 2017 meeting agenda. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

John welcomed staff including Chris Utley, Lisa Williams, Wendy Schneider, and Jim Dahlke. He also welcomed guest, Kara Zastrow who gave a brief introduction of herself.

Motion was made by Renee Greenland to adopt the February 22, 2017 meeting minutes. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

2. **President's Comments**

John mentioned that The John Wenum Family Apartments is underway. All of our Low-Income Representatives were re-elected and County Supervisors are back with the board remaining intact. Board Training went well and was very worthwhile. We may have a buyer for Dells Lot #2. The HOME grant has been submitted to the State for the Charlie Krupa School View Senior Village. He expressed sincere appreciation to all board members for their hard work with special thanks

to Renee for her participation and sharing information on homeless issues.

3. Executive Director's Report

Fred welcomed all board members and staff and expressed gratitude to everyone for their time and dedication to the agency. Board Low-Income Elections were advertised and held in March with all current representatives being re-elected. Fred expressed appreciation to Kara Zastrow for her presence at the meeting today. John Wenum updated the board on a new building under construction in Mauston to house the Juneau County Department of Human Services, Department of Aging, and County Health Department. John Atkinson gave an update on the 6th Annual Rio Food Pantry Fundraiser with an amount of \$4,487 being raised; he thanked all donators and participants. We have a potential buyer for Dells Lot #2; board members discussed the property sale price and suggested an attorney review the final paperwork. Our next building project is the Charlie Krupa School View Senior Village in the Village of Necedah. We own three other vacant lots in Mauston for future building projects. The new federal budget includes proposals to eliminate the Community Services Block Grant; however we are hopeful that this will not go through. Letters were sent to our legislators, Glenn Grothman and Ron Johnson asking for support of CSBG.

John introduced guests, Nancy Zingsheim, John Sagissor, and Jennifer Sagissor from First Weber Realtors who presented the agency with a check in the amount of \$522 which was collected as the result of a fundraiser. Board members gave them a round of applause with many thanks.

Motion was made by Charlie Krupa to adopt the April 26, 2017 Executive Director's Report with thanks. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Jim Dahlke presented the Budget & Finance Report. WIPFLI was onsite for the financial audit at the end of March. The audit is showing a \$50,000 gain in unrestricted funds with no findings. They will be presenting the audit to the full board at the June meeting. The Guardianship/Fiduciary/Power of Attorney revenues reflected a substantial increase from \$2,186 in April 2014 to \$5,070 in April 2017.

Motion was made by Donna Maly to adopt the April 26, 2017 Budget & Finance Report with thanks. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of March 10, 2017. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the January 13, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Progress Report with detailed information. We await the Division of Housing contract for The John Wenum Family Apartments project; subcontractors have been chosen. The person who offered to purchase Lot #2 in Mauston mentioned he has 20 used refrigerators and ranges for sale in Germantown. Fred and Ed will view the appliances and if purchased, will be stored in our Beaver Dam building. Committee members discussed options for our next senior housing project in the Village of Necedah. Motion passed by unanimous vote authorizing the agency to pursue building composition of an 11 unit including 2 bedrooms and attached garages with proposed budget including a HOME grant of \$500,000, Federal Home Loan Bank Grant of \$165,000, Bank of Mauston loan of \$350,320, and Developer Fees of \$40,000 for a total of \$1,055,320. Renee and Muriel reported on Homeless Issues. The next meeting will be held on May 12, 2017.

Motion was made by Dave Repinski accept the PBP Committee Report of March 10, 2017. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of March 10, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the February 10, 2017 EPF&A Committee meeting. The committee went into Closed Session by unanimous voice vote. The committee resumed in Open Session by unanimous show of hands. Kari Labansky presented the Finance Report. Motion was passed by unanimous vote thanking Kari for her report. Fred reported that resolution was reached in the J-1 Student use of the food pantry. Staci Tollaksen, organizer of the J-1 Student Program sent an email out to students, employers, and businesses reminding them that they are participating in a cultural exchange program and that use of the food pantry is for clients with long-term financial hardship. Low-Income Board Representative Elections have been scheduled; Adams-Friday, March 24th at 9:00 am at the Adams Food Pantry; Columbia-Monday, March 20th at 10:00 am at the Rio Food Pantry; Dodge-Thursday, March 23rd at 2:00 pm at the Beaver Dam Food Pantry; Juneau-Thursday, March 23rd at 9:30 am at the Mauston Food Pantry; and Sauk-Friday, March 24th at 5:00 pm at the Baraboo Food Pantry. Fred reported that our Community Services Block Grant (CSBG) monitoring review is going well.

Board training will take place at 10:00 am on Wednesday, March 15th; topics for review will be Weatherization and Affordable Housing Project Grant Writing. The next meeting will be held on April 7, 2017.

John Earl asked board members to review the EPF&A Committee report of April 7, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the March 10, 2017 EPF&A Committee meeting. Fred presented a draft page from our 2016 WIPFLI Audit indicating unrestricted cash currently at \$75,192.48. Fred declined purchase of 20 used refrigerators and ranges due to their condition. We currently have two parties interested in purchase of Dells Lot #2. The State TEFAP Grant Administrator expressed concerns regarding the J-1 Students discontinuing use of our food pantry. Fred reported to her that resolution was reached and the needs of the J-1 students are being addressed by the J-1 Student Program organizer. Low-Income Board Member Election results were shared: Adams County held at the Adams Food Pantry on March 24th - re-election of Sandy Wormet with 5 votes; Columbia County held at the Rio Food Pantry on March 20th - re-election of John Atkinson with 10 votes; Dodge County held at the Beaver Dam Food Pantry on March 23rd - re-election of Stacy Ewert with 18 votes; Juneau County held at the Mauston Food Pantry on March 23rd - re-election of Dave Singer with 10 votes; and Sauk County held at the Baraboo Food Pantry on March 24th - re-election of Renee Greenland with 6 votes. Renee and Dave Singer reported on fundraisers being held for their local food pantries. Committee members suggested contacting Camille Solberg from Senator Ron Johnson's office regarding the new federal budget proposal and Community Action funding. A draft contract has been received from the State and we are working on the construction loan for The John Wenum Family Apartments project. The 18th Annual CWCAC Golf Classic will be held on Thursday, June 8th. Committee meeting summaries will be prepared for review during the full board meeting. Committee members discussed possible names for our new senior housing project in the Village of Necedah. Motion was made by Muriel Harper to adopt the name "Charlie Krupa School View Senior Village". Seconded by Charlie Krupa. After discussion, motion was made by Muriel Harper to close the debate and call the question. Motion passed by show of hands with four yes votes and one abstain. John Earl called the motion to adopt the name "Charlie Krupa School View Senior Village". Motion passed by show of hands with four yes and one abstain. The committee went into Closed Session by unanimous voice vote. The committee resumed in Open Session by unanimous voice vote. The next meeting will be held on May 12, 2017.

Motion was made by Scott Beard to accept the EPF&A Committee Reports of March 10, 2017 and April 7, 2017. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

6. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

Chris Utley presented the Weatherization Program Report. We are in the second year of our Weatherization contract and the State has assured us that our contract will be fully funded. Our administrative review went very well. The State has ordered a re-evaluation of the energy savings study to reflect the savings that are gained from customers switching their fuel for heating from electricity to natural gas. He is confident the new study will reflect our agency as highest in the State for energy savings. We were the first to implement the pilot program of targeting people who have electric water heaters and the State is encouraging all programs to target homes with this substantial energy saving measure. Total clients served were 166 including 221 audits done and a service goal of 393. To date 120 freezers/refrigerators, 44 furnaces, and 67 water heaters were installed.

Wendy Schneider presented the Homeless Unit Program Report. From January to March 2017, we served 317 individuals with a total cost of services at \$57,418.80. A desk audit for Project Chance is coming up. Wendy is working on grants that are coming due for the Homeless Program. We were recently awarded a Project Connect grant to assist the homeless during our Point-In-Time count at the end of July. This pilot program will assist with free health screenings, vision checks, haircuts, and a meal; vendors will be on hand to share information about local resources available. New Beginnings recently received a \$1,500 grant from the Walmart Foundation which was a higher amount than requested. The Beaver Dam Shelters remain consistently busy. To date four families have been assisted through the Sauk County Rapid Re-Housing Program.

Lisa Williams presented the Hunger Reduction Program Report. In March, our 16 food pantries have served 3,723 households and 8,626 individuals including 261,244 pounds of non-USDA commodities. She is working with the State TEFAP coordinator for funding to assemble items the J1 Students can have access to and also a Commodity Supplement Program grant to provide food for seniors which will be focused at our Beaver Dam food pantry. Recent Section 8 audits went well. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 621 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,193 individuals with rental assistance. The monthly payables account came to \$248,991.06 which equals an average of \$370.52 per unit cost which is paid to the landlord and/or utility company. We also have 51 veterans vouchers through our VASH voucher program.

Motion was made by Renee Greenland to accept the Weatherization, Homeless, and Hunger Reduction reports of April 26, 2017. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by Muriel Harper to approve the resolution which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and *WHEREAS:* Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and *WHEREAS:* Program staff include Jim Dahlke, Jeff Housker, and Susan Mischock; Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect." Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

8. New Business

Motion was made by David Moore to add the Borrowing Resolution for The John Wenum Family Apartments to the agenda under New Business. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED. Motion was made by David Moore to approve the resolution which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. in their pursuit to develop affordable housing received grant funding to support construction of a ten unit apartment complex, The John Wenum Family Apartments, in the County of Juneau, City of Mauston; and *WHEREAS:* Grant funds will support approximately 75% of development and construction costs; and *WHEREAS:* Property for the proposed building site is owned by Central Wisconsin Community Action Council, Inc.; and *WHEREAS:* All building plans have been completed and approved by the Building Committee and Board of Directors. Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves borrowing \$100,000 for the construction loan with an interest rate of 4.5% locked for one year and the balance being paid in full after construction completion, \$180,000 for the permanent loan with an interest rate of 4.95% locked for a period of three years based on a 25 year amortization and competitive rate throughout the duration of the loan, and closing costs from the Bank of Mauston to complete the funding necessary for the project; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required." After discussion, seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, June 28, 2017 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

April 28, 2017

Date

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – June 12, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman Jack Allen at 4:09 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Marge Edwards, Barbara Morgan and Terry Harvey-Beversdorf. Absent excused: Deb Johnson-Schuh, Peter Hickethier, Fran Dehmlow & Scott Colburn

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Erin Schiferl, Cindi Flynn, Donna Richards, Kay Saarinen-Barr and Ruth Horndasch. Absent excused: Diane Osborn and Sherrie Manning

Veterans Services Staff Present: Steve Dykes

Also present, Reporter Bill Pegler from the Times Reporter.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the June 12, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Grabarski/Edwards. Motion carried by UVV.
5. **Approval of Minutes – May 8, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the May 8, 2017 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Edwards. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

Veterans Services

1. **Veterans Services Officer's Report May 2017.** A written report was distributed to the Board prior to the meeting. Officer Dykes reviewed his report for the Board and added that his office is waiting on State legislature to hear if the Block Grant will be reinstated to \$10,000. Supervisor Allen asked if the Board had any questions concerning Officer Dykes report. Officer Dykes answered general questions concerning his report.

2. Review and approval of May 2017 Veterans Services Vouchers and Financial Report.

Supervisor Allen asked the Board if they had any questions concerning the Veterans Services Financial Report. Board members did not have any questions. A motion was made by Grabarski/Morgan to approve the Veterans Services vouchers and financial report for May 2017. Motion carried by UVV.

Veterans Services Officer Dykes was dismissed at 4:15 p.m.

Health & Human Services

New Business:

- 1. Review April 2017 Health & Human Services Financial Report.** Director Oleson stated that the 2016 Financial Report was closed and asked Fiscal Manager Pierce to put the report up on the screen to review. Oleson highlighted several line items that had a direct cause and effect to the final numbers upon the close out of the 2016 budget. Oleson reminded the Board that even though the HHS working budget ended in the black by \$130,599.60, this included the transfer in of \$720,839.00. Oleson stated the 2016 fund balance will end as a deficit of roughly \$590,000. Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Oleson answered general questions from the Board.
- 2. Review & Approval April 2017 Health & Human Services Vouchers.** Supervisor Allen asked the Board if they had any questions concerning the voucher report. Members of the Board asked general questions concerning voucher expenses paid. There being no further questions, a motion was made to approve the April 2017 Health & Human Services Vouchers by Edwards/Harvey-Beversdorf. Motion carried by UVV.
- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson provided an update on current actions from the Joint Committee on Finance related to the proposed state budget and areas that will impact health and human services.

Division Updates –

Aging & Disability Resource Center – ADRC Manager Richards reported that the Senior Fair went very well and that she worked in partnership with Faith in Action for the event.

Children & Family Services – Children & Family Services Manager Schiferl stated that her division has seen an increase in unborn child abuse stemming from drug abuse by pregnant mothers. Intervention into these cases has been halted due to a federal court order.

Economic Support – Economic Support Manager Flynn read a letter received by the Capital Consortium from an individual who worked with Sarah Fields. The writer of the letter praised Sarah for attending to his needs in a caring way even though he did not receive the results sought. Board Member Edwards asked if the links required by the Capital

Consortium were placed on the County website. Flynn reported that they were not there but would put in another request to have them placed on the County website.

Fiscal Services – A member of the Board asked Fiscal Manager Pierce how working with County Finance Manager Kyle Patterson has been going. Pierce reported that Kyle has been very helpful and that he will be coming to HHS in July to work with the Fiscal staff.

4. **Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that the PPS build is underway. Fiscal Manager Pierce stated that the AODA upload is working. There are still issues with the mental health PPS upload, but it is getting better. OWI upload was successful. March billing is done and fiscal staff are beginning to work on April billing. Work on scanning has begun but was delayed due to a drive mapping issue, which has since been resolved.
5. **Administration: Update on Family Care Transition.** Director Oleson reviewed two letters that were handed out to the Board members that were sent out by the State; one for providers and one for participants. Each letter outlined where the Family Care Expansion in Adams County stood due to the judicial review. Oleson hoped that the letters would assist Board members when they were asked questions about the transition. The State is expected to have more information on September 22, 2017. The department is referring new Personnel Care referrals to outside agencies and will not be taking on any new consumers for this program. The Long Term Support Nurse position has been reassigned to Behavioral Health. A request for financial assistance has been made to the State to assist with unexpected costs related to the delayed transition.
6. **Behavioral Health: Behavioral Health Clinic Update.** Director Oleson summarized the Behavioral Health report & statistics that were handed out at the meeting. There are 2 vacancies in Behavioral Health and the need for services is increasing. Several clients the agency serves have complex needs. There will be a 6-8 week wait time for appointments until the vacancies are filled. Some clients will be referred out for services. One Service Facilitator position will be vacant at the end of the month and interviews will take place soon. An on-call nurse is assisting with the nursing duties until the vacancy can be filled. The Department of Health Services was here to provide technical assistance and to discuss areas that the department could use some support.
7. **Public Health: Discuss and/or approve out-of-state travel resolution for Public Health Officer to Oakland, CA July 17-20, 2017 and Boston, MA December 4-8, 2017.** Director Oleson extended her congratulation to Sarah for being selected to take part in the Health Equity Awakened Leadership Institute offered by the Human Impact Partners. All travel and accommodations will be paid by Human Impact Partners. Board Chair Allen congratulated Sarah on the appointment. A motion was made to approve the out-of-state travel for Public

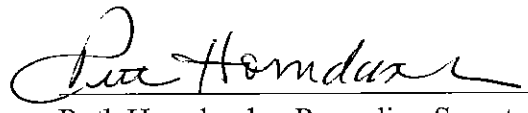
Health Officer to Oakland, CA July 17-20, 2017 and Boston, MA December 4-8, 20-17 by Grabarski/Edwards. Motioned carried by UVV.

8. **Administration: Discuss Physician and Nurse Vacancy on the Health & Human Services/Veterans Services Board.** In July of 2016 the physician seat on the Board became vacant. Moundview Memorial Hospital and Clinics is interested in providing a physician but asked that we approach them again in 60 days. Deb Johnson-Schuh resigned from the Board due to a conflict of interest but is willing to come back in August when that is resolved. There are nurses in the community that can be approached as well. Board Chair Allen stated that a letter of resignation from Deb Johnson-Schuh should be sent to the Adams County Chair, John West.
9. **Next Regular Meeting Date** – Monday, July 10, 2017 @ 4:00 p.m.
10. **Adjournment:** Motion to adjourn at 5:10 p.m. by Edwards/Harvey-Beversdorf. Motion carried by UVV.

*These minutes have been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*



Jack Allen – Chair



Ruth Horndasch – Recording Secretary

APRIL 25, 2017

Present: Mark Hamburg/CB, Bill Heinz & Mary Laird/ABR, Marcia Kaye/Personnel, Kyle Patterson/Finance, Lori Banovec/CDC, Brenda Quinnell/SW, Jani Zander/Treas., Karen Bays/Hwy

Meeting was called to order at 8:30am by Chair Mark

Meeting was properly announced. Roll Call done by sign in.

Motion by Marcia, seconded by Karen to approve the agenda. M/C/V/V

Motion by Brenda, seconded by Marcia to approve the February 28, 2017 minutes. M/C/V/V

HRA Funding Analysis Report – (**Attachment # 1**) Currently at 99.46%. March showed a bigger HRA utilization due to employees just receiving their "Statement of Benefits" from WEA for earlier in year appts.

Request for Information (RFI) – 3 out of 4 carriers responded. WEA Trust – Dean Care – Unity

(**Attachment # 2**) – Shows the top 20 Health claim Payees incurred from Nov. 2015 to Oct. 2016.

Total Procs.= Total Procedures done during the number of total claims. Ex. Office visit & x-ray would record as 2 procedures. WEA Trust covers 100% of Payees, WCA-GHT covers 94% with Unity coming in at 82% (Note: ABRC did computer research to get WCA-GHT information)

Attachment # 3 – (2 sheets) Shows a comparison for Adams County on what Carriers cover certain Hospitals around our area.

Attachment # 4 – (3 sheets) Shows a comparison for Adams County on what Carriers cover our Major Health Care Systems around our area.

Attachment # 5 – (6 sheets) Unity Response to our RFI.

Attachment # 6 – (10 sheets) Dean Care Response to our RFI.

Bill from ABR explained a "Near site Clinic" & said the School District & County have met with Moundview Hospital to discuss the possibility of setting up a clinic. Would only be open for limited hours (walk-in or appt.) Committee agreed to formulate a survey to get the employees thoughts before proceeding further.

Karen noted that Mile Bluff Clinic/Hospital will give you a 10% discount off your statement if paid in full prior to due date.

Employee Access Program – Marcia stated that the County is looking at implementing a new website in the next 6 months which would have an intranet for employees to access. So at this time everything is on hold.

EAP Promotion – Marcia stated she has been sending out information on their different services & programs available to employees.

Biometric Screenings – Set-up for mid-August. Marcia to get information out to employees on dates & the choice to have your personal doctor fill out a form to send in to meet requirement. WEA Trust will pay for the tests for employees not the spouses.

Employee Wellness Fair – This will be the 2nd year for the Adams County Employee & family wellness fair. It is scheduled for June 29th at the Community Center from 4 pm to 6 pm. Many vendors are already reserved but still looking for a dental provider & any health or wellness vendor.

Public Health Nurse Navigator Services – None

Wellness Committee Report: Adopt a Highway was done April 11th. May will be a new challenge focused on increasing physical activity. Starts May 8th to June 19th. Fruit baskets are a huge hit with employees.

Next meeting will be June 27, 2017 at 8:30 am – Room A260

Motion by Marcia, seconded by Jani to adjourn at 9:15 am. M/C/V/V

Respectfully Submitted by:

Karen Bays, Secretary



THESE MINUTES HAVE BEEN APPROVED BY THE HEALTH INSURANCE ADVISORY COMMITTEE ON 6-27-2017.

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JUNE 8, 2017 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock ~ Chairperson
Dan Wysocky ~ Vice-Chairperson
Mark Hamburg
Larry Borud
Gordy Carlson

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Bob Buerger and Doug Bettinger.

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson -- Larry Babcock at 9:00 A.M., on Thursday, June 8, 2017.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, WYSOCKY, HAMBURG, BORUD AND CARLSON.
ALL MEMBERS PRESENT.

APPROVAL OF AGENDA: *Motion by Wysocky to approve the Agenda as presented, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS:

- Review & Act on Seven Sisters Gravel Pit Lease Agreement

APPROVAL OF MINUTES OF LAST MEETING (MAY 11, 2017): *Motion by Hamburg to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for May 11, 2017 Regular Monthly Meeting, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON BRUSHING CONCERNS ~ 1123 CTH D: Highway Commissioner informed the Committee that Mr. Strobel the property owner at 1123 County Road D would not be able to make this meeting, as he is a teacher and they are still in session and was asking if this concern could be postponed to the July 2017 Highway Committee Meeting. *Motion by Carlson to postpone the Brushing Concerns at 1123 County Road D until the July 2017 Highway Committee Meeting, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON SEVEN SISTERS GRAVEL PIT LEASE AGREEMENT: Kraemer Company representative, Doug Bettinger was present and expressed their interest in renewing the Operating Agreement for the Seven Sisters Quarry which would be a 10 year agreement. *Motion by Hamburg to approve and forward to County Board for action a Resolution to enter into a 10 year Operating Agreement for the Seven Sisters Quarry with the*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JUNE 8, 2017 ~ 9:00 A.M.**

P75

Kraemer Company, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON CREW CAB TRUCK BIDS: Highway Commissioner informed the Committee that no sealed bids were received for crew cab truck and recommendation from County Corporation Counsel & County Manager is to re-advertise for bids. ***Motion by Wysocky to re-advertise for crew cab truck bids, as recommended by County Corporation Counsel and County Manager, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON SHOP TRUCK BIDS: Highway Commissioner informed the Committee that no sealed bids were received for shop truck and recommendation from County Corporation Counsel & County Manager is to re-advertise for bids. ***Motion by Carlson to re-advertise for shop truck bids, as recommended by County Corporation Counsel and County Manager, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON SALT BRINE EQUIPMENT BIDS: Highway Commissioner informed the Committee that three bids were received for the Salt Brine Equipment. It was determined by the Mechanic Shop Foreman that the specs written for the salt brine equipment would not be compatible with the box on our quad axle truck.

DEALER	STAINLESS	GALVANIZED
Truck Equipment	\$ 49,355.00	\$ 35,379.00
Monroe Truck	\$ 34,015.00	\$ -
Universal Truck	\$ 49,688.00	\$ 36,642.00

Motion by Borud to reject all bids for the Salt Brine Equipment, revise specifications and to re-advertise as recommended by County Corporation Counsel and County Manager, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON COUNTY ROAD P (CTH G – MARQUETTE CTY LINE) CONSTRUCTION PROJECT CHANGE ORDERS: Highway Commissioner informed the Committee that there is currently two change orders reference the County Road P (CTH G - Marquette County Line) Construction Project and updated the Committee on the construction progress. ***Motion by Hamburg to approve***

- ***Change Order #1: remove all tress from the Right-of-Way for an increase of \$9,800***
- ***Change Order #2: amend agreement to pay plan quantity for common excavation, no increase or decrease in contract***

for the County Road P (CTH G – Marquette County Line) Construction Project, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON COUNTY ROAD P (CTH B – CTH G) CONSTRUCTION PROJECT CHANGE ORDERS: Highway Commissioner informed the Committee that there is currently two change orders reference the County Road P (CTH B - CTH G) Construction Project and updated the Committee on the construction progress. ***Motion by Hamburg to approve***

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JUNE 8, 2017 ~ 9:00 A.M.**

- *Change Order #1: remove all tress from the Right-of-Way for an increase of \$18,200*
- *Change Order #2: amend agreement to pay plan quantity for common excavation, no increase or decrease in contract*

for the County Road P (CTH B – CTH G) Construction Project, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON STATE OF WIS. DEPARTMENT OF TRANSPORTATION DISCRETIONARY MAINTENANCE AGREEMENT (DMA) STH 82 SHOULDERING: Commissioner reviewed with the Highway Committee the Wis. Department of Transportation Discretionary Maintenance Agreement (DMA) State Road 82 Shouldering for an amount of \$85,500.00. *Motion by Hamburg to approve and sign the Wisconsin Department of Transportation Discretionary Maintenance Agreement (DMA) State Road 82 Shouldering for an amount of \$85,500.00, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON STATE OF WIS. DEPARTMENT OF TRANSPORTATION DISCRETIONARY MAINTENANCE AGREEMENT (DMA) STH 13 BRIDGE REPAIRS / MAINTENANCE: Commissioner reviewed with the Highway Committee the Wis. Department of Transportation Discretionary Maintenance Agreement (DMA) State Road 13 Bridge Repairs / Maintenance for an amount of \$30,000.00. *Motion by Hamburg to approve and sign the Wisconsin Department of Transportation Discretionary Maintenance Agreement (DMA) State Road 13 Bridge Repairs / Maintenance for an amount of \$30,000.00, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Seal Coat Surfacing CTH Z (STH 21 – 18th Lane) & CTH J (STH 13 – CTH G)
- Crack Filling STH 21 - PBM Agreement
- Patching
- Downfall Tree Cleanup
- Shoulder Reclaiming: CTH & STH
- Wood for Sale by Bid / Sold to Fenner Excavating for \$101.76
- Water Issue: CTH O, met with DNR and County Land Water Dept.
- Water Issue: CTH C, standing water in the area east of 18th Avenue
- Mowing Right-of-Ways, started on STH, will start on CTHS when State is done
- Sweeping CTH Z & CTH J

FINANCIAL REPORT: *Motion by Hamburg to approve the May 2017 Financial Report as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Hamburg to approve the Monthly Check Summary report as presented, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Crew Cab, Shop Truck, Anti-Ice System Bids

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JUNE 8, 2017 ~ 9:00 A.M.**

P77

- ATV Applications
- Equipment Disposal

SET NEXT MEETING DATE AND ADJOURN: *Motion by Wysocky, second by Carlson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, July 13, 2017 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 9:55 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

**Land & Water and Resource and Recreation Committee Meeting Minutes
Tuesday, June 13, 2017, 1:00 p.m. Com. Ctr Rm 103**

The meeting was called to order by Chairperson Morgan at 1:01 p.m.
The meeting was properly announced.

Roll call: Karch, Pisellini, Nickel, Wysocky, Bork, Morgan and Kroening (in for Phillippi). Excused: Johnson, Keaton Klaus (SAYL student) and Phillippi. Also present: Voss, DeSmith, Swensen, Macey Glavin, Sedlar, Sibilsky, Eric Edwards, Caleb Zahn, Jackie Carattini, Will Andresen and Pegler (Times Reporter).

The pledge of allegiance was said.

Motioned by Karch/Pisellini to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Karch/Pisellini to approve minutes from May 9, 2017. Motion carried by unanimous voice vote.

Public participation: Bill Pegler spoke regarding Tri-Lakes water levels. Eric Edwards spoke regarding Tri-Lakes water levels and Lake Specialist position.

UW Extension:

Item #1 Youth Development Summer Assistant Introduction – Macey Glavin introduced herself; she will be the 2017 Youth Development Summer Assistant.

Item #2 Update on Summer Positions – Swensen gave update; a person will be starting July 6th for the summer.

Item #3 Update on nExt Generation, Regional Director Will Andresen – Will Andresen/Jackie Carattini (North Central Regional Office) gave an update on the reorganizational changes that will be taking place: Regional Director/Department Head positions will be eliminated, and replaced with Area Extension Directors; having 4-5 counties per region. Handouts relating to this new structure were given at the meeting. Discussion took place regarding what services/county costs would be in the 2018 budget. Swensen will bring some information to the August County Board meeting.

Item #4 Review/Discuss Monthly Reports – handouts provided in packet.

Item #5 Review/Discuss May Financial Statements – handout given at meeting. Swensen/Voss gave verbal update.

Item #6 Office Space Update – Swensen gave update; still waiting for grant money, have to move items out of school building by July 15th.

Item #7 Discuss Communications – None

Land & Water Conservation Department:

Item #8 Report on USDA-APHIS – None

Item #9 Report on USDA-NRCS – Caleb Zahn spoke regarding stewardship applications; the need to be compliant to be eligible for grant money; next NRCS meeting will be in Montello on 6/20/17 @ 9am.

Item #10 Report on USDA-FSA - None

Item #11 Report on WDNR – None

Item #12 Report on Golden Sands RC&D – Pisellini spoke; they discussed budget, guest from UW Ext. talked on voting ethics, wild parsnips article. Discussion took place on Adams County's position regarding wild parsnip.

Item #13 Report on LWCD activities – Sedlar spoke regarding water runoff complaint issue on Burt Morris property; this is not a new issue, it has been like this from at least the 1950s – Sedlar has photos from that time frame; culverts are fine, per the Highway Commissioner.

Item #14 Report on cancellation of Ann and Mark Fredrick SWRMP contract due to unavailability of contractor – Sibilsky spoke regarding DATCP 50% cost sharing on Petenwell; Fredrick site is a difficult site – should do the work when lake levels are down (haven't been down long enough), Fredrick will cancel contract if they can sign up again. Motioned by Wysocky/Bork to cancel the contract for Fredrick. Motion carried by unanimous voice vote.

Item #15 Discuss and/or act on Cottonville Lake easement or property purchase – Sedlar talked about the easement issue, need to negotiate easement again with co-owner. Motioned by Pisellini/Bork to have Sedlar negotiate with co-owner of Cottonville dam on moving the dock to the opposite side of spillway. Discussion took place. Pisellini withdrew motion; Bork withdrew 2nd motion. Will discuss further at next meeting; need more clarification as to why DNR is involved..

Item #16 Discuss and/or act on Golden Sands RC&D dues – Motioned by Pisellini/Wysocky to give Golden Sands \$350 for membership dues. Motion carried by unanimous voice vote.

Item #17 Discuss and/or act on Tri-Lakes water levels – Sedlar shared phone messages left regarding this issue; many complaints. Water levels have always been within operating range during water level fluctuations. Motioned by Nickel/Bork to have Sedlar work on transferring ownership of dams to Tri-Lakes Association; with limited resources, the County has been making good effort in maintaining them. Motion carried by unanimous voice vote.

Item #18 Discuss financial report – Sedlar spoke regarding report; all handouts were included in the packet.

Item #19 Discuss communications – Sedlar spoke on: \$209,156.07 grant money, DATCP contract – needs to be signed by Committee Chairperson. Motioned by Nickel/Pisellini to have the Committee Chairperson sign the DATCP contract. Motion carried by unanimous voice vote. Sedlar informed the committee that September 29th is the Bio-digester Facility event that will be held in Fond du Lac

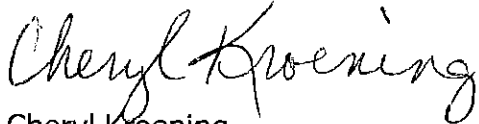
P80

County, moving towards Sheboygan County; he recommends that the committee attend this event. Discussion took place regarding the clean-up of Fawn Lake; will be working with DNR to rescue fish/possibly restocking lake. Discussed possibility of putting in rip rap on the west side docking area of Lake Camelot, as the area is deteriorating/eroding.

Next meeting date: July 11th at 1 p.m., Room A231

Motioned by Karch/Pisellini to adjourn at 2:35 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in black ink that reads "Cheryl Kroening". The signature is written in a cursive, flowing style.

Cheryl Kroening
Recording Secretary

These minutes have not been approved by the committee.

S:\Land & Water Resource & Recreation Minutes\L&W&R&R minutes 2017\L&W Resource & Recreation Minutes June 13, 2017.docx

Adams County Library Board Minutes
May 22nd, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present: Edwards, Foley, Grosshuesch, Nelson, Peterson, Theim, and Townsend.

The meeting was properly announced.

Motion to approve the agenda by Edwards / Townsend. Motion carried.

Public input is invited, but no members of the public were present.

Motion by Townsend / Peterson to approve the April 24th meeting minutes as amended. Motion carried.

Motion by Peterson / Theim to approve the bills as corrected. Motion carried.

Motion to approve the financial report by Peterson / Theim. Motion carried.

Communications and Reports

Nelson noted that the food pantry appreciated the recent donation of 28 pounds of food from the library collection bin.

Nelson reported on the April 27th South Central Library System meeting

- The board received a presentation on conflict of interest by a board meeting.
- Committee reports were heard.
- There were no action items.

Foley presented the Director's Reports

- Circulation Report
 - Circulation was down 7% when comparing April 2016 to April 2017.
 - Year to date 2016 vs. 2017 circulation is down 13%, due in part to the closure during the shelving installation.
- Financial report
 - Budget is on track, but spending on books and materials is slightly ahead for the year.
 - There was discussion regarding the timing of purchases, with the board noting that purchases are well managed. The board encouraged Foley to continue her practices of seasonal purchases, buying new materials at the time of their publication, and taking advantage of sales.
 - Foley provided an annual report of South Central Library System Foundation funds.
- Quick Notes - the following was discussed in addition to the printed notes.
 - It is disappointing that Wilma's staffing agency is ending her assignment and it is uncertain whether the library will be able to replace her.
 - Foley and the board discussed the Public Library System Redesign project, which was the subject of discussion at the Wisconsin Association of Public Libraries meeting. The PLSR is an effort to find efficiencies in Wisconsin library systems. The PLSR doesn't have clearly defined goals and information about the effort is limited, with committee minutes being the primary source of information.
 - The Friends of the Library agreed to pay for a wi-fi hotspot. It is uncertain whether IT will pay for the other.

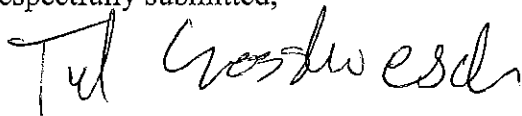
- Story time attendance is up since scheduling it early in the day and offering breakfast snacks.

Action items

- A. Death of James Kreten - information was shared by Foley and Townsend, and Townsend will bring a list of recommended books for individual board members to purchase and donate to the library in Jim's honor. No action.
- B. Review amendments to the bylaws - The Treasurer position was discussed. Additional changes were suggested to revise the agenda items prescribed by the bylaws. Tabled and put on next month's agenda.
- C. Nominations for Treasurer - Tabled and put on next month's agenda.
- D. Circulation Committee (Advocacy) - A committee to study circulation and usage trends and to seek ways to promote the library was discussed. Motion to establish the committee by Townsend / Peterson. Motion carried.
- E. Fiscal compliance update - Foley reported on her May 15th meeting with County Manager Barb Petkovsek and Accountant Kyle Patterson.
 - They discussed the county auditors' report and noted that the auditors' one concern had already been resolved.
 - The county is preparing plans to issue credit cards to select staff, which aligns with the library director's and board's intentions.
 - They planned a revenue line for next year's library budget with a corresponding increase to the office expense budget line. This will allow the library to come into compliance with state law and regulation by depositing fine and fee revenue with the county and keep spending on office expenses consistent.
 - No action.
- F. Invite a Staff Member - Judy Taft described her work.
 - Processing and mending all library materials is one of her major tasks.
 - She often helps patrons with computer questions
 - She shares many responsibilities with other library staff, like circulation.
 - Judy mentioned the need for a place where kids can have fun without disturbing other patrons when the board asked for ideas and suggestions.
 - No action.

Possible items for future meetings include bylaws amendments, nominations for the treasurer, and replacing the door counter. A staff member will be invited to the July meeting, but not to the June meeting.

Respectfully submitted,



Tyler Grosshuesch
June 22nd, 2017

Property Committee Minutes

June 13, 2017

9:00 a.m., Room A160

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Meeting was called to order by Chairman Repinski at 9:00 a.m. The meeting was properly announced.

Roll Call: Repinski, Kotlowski, Hamburg, Gilner and Dehmlow. Also present was Hamman, Wollin, Franhrenburg, Zander, D. Erickson, B. Schroeder and Barb Waugh as recording secretary.

Motioned by Hamburg/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Hamburg/Gilner to approve the May 9, 2017 minutes. Motion carried by unanimous voice vote.

Item # 6 Public participation on agenda items. None

Item # 7 Discuss and/or act on:

- a. Opening and acting on bids for tax foreclosure property/resolutions. None
Zander said posting on Wisconsin Surplus has lots of interest, more than website. She furnished handouts.
- b. Training or conferences. None
- c. Security issues in the county courthouse. No discussion.
- d. Ad Hoc Building Committee update/space needs project for jail or courthouse renovation. Next Ad Hoc Building meeting will be June 22nd at 9:00 a.m. Wollin said the committee is pursuing all options and said a proposal should be ready for September County Board. Kotlowski mentioned this seems to be going on forever....
- e. County Board/Property rules. Hamburg "Point of Order" regarding talking financing for building project as under Property Committee in 2016 County Board Rules, Property has no authority talking about financing. Financing is up to Administrative & Finance Committee.
- f. Planting trees, display for steam engine and erecting a windmill @ fairgrounds.
Erickson and Schroeder talked about Village of Friendship inspector had no issues with the installation of windmill. Hamman said they need to have proof of liability insurance on file with the county for windmill and steam engine. Motioned by Hamburg/Kotlowski to approve the planting of trees, display for steam engine and erecting a windmill at the fairgrounds. Motion carried by unanimous voice vote. Hamburg said thank you for improving the fairgrounds. Erickson and Schroeder left at 9:35 a.m.
- g. Promoting Veteran's Memorial in Adams County and update by Scott Sorenson.
Sorenson was not present. Repinski mentioned funding may be added to building fund.

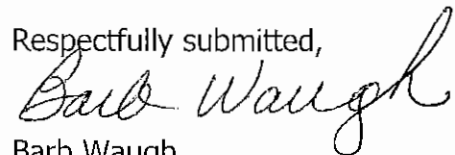
Item #8 Update on maintenance items. Hamman talked of Exhibition building at fairgrounds needing painting, new floor, updating restrooms and fixing fence along County Highway J. He will talk to Kotlowski in highway to make sure there are no restrictions. Painting should start soon. Looking to install a new heating unit in the fall. No water issues at jail, Community Center or at Health & Human Services.

Next meeting date will be July 11, 2017.

Items for next agenda include: Zander will look into state statutes about selling back property to old owners.

Motioned by Hamburg/Kotlowski to adjourn at 9:44 a.m.

Respectfully submitted,



Barb Waugh
Recording Secretary

These minutes have not been approved by the committee.

SAFETY COMMITTEE MEETING*Minutes***May 10, 2017 /1:00 pm /Room A160**

1. The Meeting was called to order by Chair Pisellini at 1:00 pm.
2. The meeting was properly announced.
3. Present: Supervisor Paul Pisellini; Committee members Brenda Quinnell, Pat Kotlowski, Marcia Kaye and Tracy Hamman; Mark Rumpel, KSS;.
4. Quinnell made a motion to approve the Agenda, seconded by Hamman. Motion carried by voice vote.
5. Motion by Hamman and second by Quinnell, to approve the Minutes from the May 10, 2017 meeting. Motion carried by voice vote.
6. There were no communications, correspondence or other business.
7. Update on Hepatitis B Information: Kaye has referred a couple individuals that had indicated they wanted the Hep B. Kaye has been charging the cost to either SW, Hwy, or Personnel budgets. She indicated she will do a study of the past four years hiring practice and provide a recommendation of an estimated cost for Departments to pay for their own for budget purposes.
8. Update on projects and meetings for 2017. Rumpel went over the list of projects and training that he has been working on for 2017. (Handout 1) He also showed a brief preview of a New Employee Orientation powerpoint presentation he is developing for use to provide the required safety training initially. Pisellini remarked that he would like Rumpel to show an abridged copy of the powerpoint to the County Board in the future.

Hamman was excused from the meeting at 2:10 p.m.

9. Discussion and action on continued topics:
 - a. MSDS Online – Solid Waste staff uploaded the information for Parks during their 'down' time. Everything should be in the system.
 - b. Dam Update - Rumpel showed pictures of the improvements on the dam. Walkways, rails, cage system and wiring have all been worked on. When the water goes down the ladders will be completed.
 - c. BBP Exposure Control Plan – Rumpel presented the revised update with new Hep B handling. Only those positions with exposure need to be offered the Hep B series. Addressed disposal of sharps at SW and disposal of regulated waste. Motion by Quinnell, seconded by Kotlowski to approve the updated BBP Exposure Control Plan. Motion carried by voice vote.
 - d. Hearing Conservation Plan – still has to meet with Highway and SW for noise surveys, types of PPE and noise reduction levels. Plan is updated to ensure Department Head is responsible for ensuring employees are wearing the appropriate hearing protection. Motion by Kotlowski, seconded by Quinnell to approve the updated Hearing Conservation Plan. Motion carried by voice vote.
 - e. Personal Protective Equipment Plan – Has been updated with necessary changes. Rumpel still has to work with SW to do review of equipment. Kaye will forward individual department assessments to the Department Heads to review and sign and

return to her, then all information will be placed on the "T" drive for employee access. Printed books will be updated with Parks if they do not have "T" drive access. Motion by Quinnell, seconded by Kotlowski to approve the updated PPE Plan. Motion carried by voice vote.

- f. Hazardous Energy Control Plan review – Plan has step-by-step lock out/tag out procedures listed and training has been completed with the departments. NFPA regulations require that a hazard Assessment pertaining to electrical, be completed for areas. Proper labeling and Personal protective equipment will be defined by the assessment. We have not done so. Pisellini asked Rumpel to try to gather information that can be given to Property Committee so they are aware of the requirements and what the County needs to do to be in compliance. Motion by Kotlowski, seconded by Quinnell to approve the updated Haz Com Plan. Motion carried by voice vote.

All revised plans will be scanned and given to MIS to place on the "T" drive.

- 10. Review of 2017 worker's compensation claims (Handout 2 & 3). Claims for 2016 ended at 24 with a total incurred of \$296,001.89 and 165 lost days. Solid Waste accounts for 77.53% of the expense. To date for 2017 we have 10 claims with a total incurred so far of \$70,878.55. HHS currently has 62.61% of costs incurred. The most severe claims were related to ice incidents so we need to look for ways to avoid that in the winter.
- 11. Discuss and/or approve any safety equipment purchases. None at this time. Pisellini would like Hamman to think about the possibility of purchasing an AED machine for the main building at the Fair Grounds since it is being used for community events.

Hamman returned at 2:55 p.m.

- 12. Identify possible upcoming agenda items – Project updates, AED for Fairgrounds, update on hearing surveys, recommendation for Property Committee on NFP requirements;
- 13. Next Meeting Date: Tuesday, June 20, 2017 at 2:00pm in Room A160.

Motion by Quinnell to Adjourn, seconded by Hamman at 3:00 p.m. Motion carried by unanimous voice vote.




Marcia Kaye
Recording Secretary

These minutes were approved by the Safety Committee on June 20, 2017

SAFETY COMMITTEE MEETING
Minutes - June 20, 2017 /1:00 pm /Room A160

1. The Meeting was called to order by Chair Pisellini at 1:00 pm. The meeting was properly announced.
2. Present: Supervisor Paul Pisellini; Committee members Brenda Quinnell, Pat Kotlowski, Marcia Kaye and Tracy Hamman; Mark Rumpel, KSS.
3. Motion to approve the Agenda, Quinnell/Hamman. Motion carried by voice vote.
4. Motion by Hamman/Quinnell, to approve the Minutes from the May 10, 2017 meeting. Motion carried by voice vote.
5. Update on projects. Rumpel went over the list of projects and training. (Handout 1) PPE assessment handouts have been signed and returned by HHS, Hwy, Parks. Rumpel indicated we need to work on silica sand dust program with Highway. Cost is approx. \$5K for updates on current system and \$15K for new machine. Company will charge \$4300 to come in and do testing for two days. May look to share this with other entities.
6. Discussion and action on continued topics:
 - a. Dam Update – Rumpel is not sure if ladders have been installed due to continued high water levels. However, cage system is installed around entry areas.
 - b. Hearing Conservation Plan – still has to meet with Highway and SW for noise surveys, types of PPE and noise reduction levels.
 - c. Recommendation for Property Committee on NFPA requirements. State has implemented rule 70 but not 70E which deals with the safety side of the electrical code. Need to continue to work on this.
 - d. AED for main building of fairgrounds. Discussion was held regarding this. Motion by Quinnell, seconded by Kotlowski to purchase an AED, cabinet, and child/adult pads for the fairgrounds. Motion carried by voice vote. Hamman will look to determine the best place to install the AED.
7. Review of May worker's compensation claims (Handout 2).
8. Discuss and/or approve any safety equipment purchases. None at this time.
9. Identify possible upcoming agenda items –AED for Fairgrounds, update on hearing surveys, recommendation for Property Committee on NFP requirements; reward program for safety ideas
10. Next Meeting Date: Wednesday, August 2, 2017 at 2:00pm in Room A160.

Motion by Hamman to Adjourn, seconded by Quinnell at 1:39 p.m. Motion carried by unanimous voice vote.



Marcia Kaye
Recording Secretary

These minutes have not yet been approved by the Safety Committee

ADAMS COUNTY SOLID WASTE COMMITTEE**Wednesday, June 14, 2017, 5:30 PM****Landfill Office, 1420 Hwy 21, Friendship, WI 53934**

MEMBERS PRESENT: Florence Johnson, Chair
Jerry Kotlowski
Gordy Carlson
Larry Babcock

MEMBERS ABSENT: Robin Skala

OTHERS PRESENT: Brenda Quinnell, SW Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chairperson Florence Johnson at 5:30 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? Yes. **ROLL CALL:** Johnson, Kotlowski, Carlson and Babcock; Skala was excused.

APPROVAL OF AGENDA: *Motion by Carlson, second by Kotlowski, to approve the agenda as presented. All in favor; motion carried.*

NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.

APPROVAL OF OPEN SESSION MINUTES FROM THE May 10, 2017 REGULAR SOLID WASTE MEETING: *Motion by Babcock, second by Carlson, to approve the Open Session minutes as presented for the May 10, 2017 Solid Waste meeting. All in favor; motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There were no communications or correspondence.

FINANCIAL REPORT: Review and discussion of the financial reports and check summary presented. *Motion by Babcock, second by Carlson, to accept the financial reports and check summary as presented. All in favor; motion carried.*

SITE REPORT: Quinnell distributed and the Committee reviewed the Site Report dated June 14, 2017 (see attached copy). *Motion by Carlson, second by Babcock, to approve the Site Report as presented. All in favor; motion carried.*

REVIEW OF DIRECTOR'S/DEPARTMENT GOALS: This Committee reviewed and discussed the previous and new goals as presented by the Director.

REVIEW AND/OR APPROVE STRONGS PRAIRIE AGREEMENT EXTENSION: The Director distributed and the Committee reviewed the Agreement and minutes from the Advisory Committee regarding capping of free tippage to Strongs Prairie residents. The Director explained that the first year trial basis was almost complete and that the Advisory Committee was satisfied on its implementation. She noted that she consulted with Corporation Council on the matter as well. *Motion by Carlson, second by Babcock, to authorize extension of the terms of the Agreement for another year commencing on September 1, 2017 with the roll-over period remaining July 1, 2017 through June 30, 2018. All in favor; motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS: None.

APPROVAL OF ANY TRAININGS OR CONFERENCES: None.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: updates on pertinent items.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, July 12, 2017 at 5:30 PM at the Landfill.

Motion by Kotlowski, second by Babcock, to adjourn until the next meeting. All in favor; motion carried. Meeting adjourned at 6:26 P.M.

Respectfully submitted, Brenda Quinnell, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT ATTACHED

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934


ADAMS COUNTY SURVEYOR'S REPORT # 523

Report for the month of June, 2017

Work is continuing on Phase 2 of the Strategic Initiative Grant Project.
I'll be reviewing Monument Records and Coordinates in July.

I have been responding to inquiries from public and am continuing to perform the duties of my office.

Respectfully Submitted;


Gregory P. Rhinehart,
Adams County Surveyor

7/6/2017

ADAMS COUNTY SURVEYOR'S OFFICE
 GREGORY P. RHINEHART, COUNTY SURVEYOR
 P.O. BOX 187, FRIENDSHIP, WI 53934
 (608) 339-4226

SUMMARY OF ACCOUNTS 2017

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$4,800.00	\$24,600.00	\$ 300.00
JANUARY	400.00		100.00
Balance	\$4,400.00	\$24,600.00	\$ 200.00
FEBRUARY	400.00		
Balance	\$4,000.00	\$24,600.00	\$ 200.00
MARCH	400.00	4,091.00	
Balance	\$3,600.00	\$20,509.00	\$ 200.00
APRIL	400.00		
Balance	\$3,200.00	\$20,509.00	\$ 200.00
MAY	400.00		
Balance	\$2,800.00	\$20,509.00	\$ 200.00
JUNE	400.00	681.50	
Balance	\$2,400.00	\$19,827.50	\$ 200.00
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total	\$	\$	\$

**WELLNESS COMMITTEE
MINUTES – MAY 18, 2017**

Present: Cheryl Thompson/Sheriff, Marylu Silka/Library, Sarah Nelson/COC, Karen Bays/Highway, Sandy Herfel/HHS

Meeting was called to order by Chair Cheryl at 8:32am.

Motion by Marylu, seconded by Sandy to approve the agenda & the April 20, 2017 minutes. M/C/V/V

Vitality Program – Looks like most of the issues have been resolved. Great program for anyone with WEA Trust Insurance.

Adopt a Hwy – The fall date will be August 29, 2017 with a rain makeup date of September 12th.

2017 Wellness Fair – Set for June 29th – about 12 vendors so far, Moundview Hospital will be doing blood/sugar level tests. Asking Mid-Towne Dental from Rome if they would be interested, another option would be Dentist from WI Dells.

Spring Challenge – 66 participants signed up. Committee agreed to do 3 grand prizes and 3 weekly prizes for weeks 4, 5, and 6.

Newsletter contest – 9 entries & winner drawn was Tina Martin from Sheriffs Dept. She won a \$ 10.00 gift card from Kwik Trip.


Selection for Co-Chair – Sandy Herfel accepted.

New Business: Sarah showed two different styles of underdesk pedallers. Cheryl will purchase 3 of each style for departments to use along with showcasing at our Wellness Fair.

Newsletter – Next print will be in July. Reminder to employees of getting up & moving every hour, Clean Eating – Salads & Nuts

Next meeting will be June 15th and the July meeting will be moved up to July 13th due to the 20th being start of fair.

Motion by Sandy, seconded by Marylu to adjourn until June 15th. M/C/V/V
9:28am

Submitted by: 
Karen Bays, Secretary
Wellness Committee

These minutes were approved by Committee on June 15, 2017.

